

North Greenville University  
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# THE ENLIGHTENER



## ACADEMIC YEAR 2016-2017

*This publication of North Greenville University in Tigerville, SC is intended to inform all students, faculty, and staff of the general policies and procedures of the University as they pertain to the current student body at North Greenville University. The enclosed documentation is for the 2016-2017 Academic Year.*

*Any and all students who attend North Greenville University must understand, agree with, and conform to all regulations, standards, and policies detailed in the below document. Further, let it be understood that attendance at North Greenville University is a privilege and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the institution. The University may request the withdrawal of any student at any time who, in the opinion of the University, does not fit into the spirit of the institution, regardless of whether or not he or she conforms to the specific rules and regulations of the University.*

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# AFFIRMATION STATEMENT

Under the Constitution and By -Laws of North Greenville University, the President is the head of all departments of the university exercising such supervision and direction as will promote their efficiency. His power is directly delegated to the Vice-President for Student Life in the areas of student health, discipline, counseling, supervision of the residence halls, campus security and housekeeping. Because of the unique role North Greenville University plays in Christian higher education as part of the South Carolina Baptist Convention, the Executive Committee of the Board of Trustees wishes to affirm its long-standing position in regard to these student discipline issues. The policies and procedures described below have been established to insure the rights and privileges of all members of the university community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the affairs of the university. Violation of any of the rules and regulations of the Student Conduct Code, by students, whether on or off campus, may result in the imposition of any of the disciplinary measures described below, including suspension or expulsion.

North Greenville University follows FERPA law protecting the privacy of student educational records. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The link to the FERPA policy can be found on the NGU website on the Registrar's Office page General Information, and on the home page of the Student Portal (each time you log in).

# OFFICE OF STUDENT LIFE

The Office of Student Life strives to serve lead, and engage students in the context of a Christ-centered campus. This is accomplished by offering services in the areas of Residence Life, Student Conduct, Campus Recreation, Student Leadership, Career Planning, and Student Health. In all things the Office of Student Life desires to deliver services in a professional and caring manner with a servant's heart.

## Objectives

Student Life at NGU seeks to:

1. Create and maintain a Christ-centered campus community.
2. Provide opportunities for students to grow and develop toward their maximum potential in all aspects of their lives.
3. Encourage social engagement and involvement throughout the campus community.

## Residence Life

Currently, North Greenville houses 1500 students on campus. Our housing staff consists of professional and student staff. Our student staff consists of Resident Coordinators and Resident Assistants who are committed to serving the needs of our resident students. Our Housing Coordinators not only assign student housing but also they serve as mentors, counselors, and friends. Our staff works closely with our maintenance staff to help maintain and address maintenance requests for our students. Our housing staff is also committed to providing a series of seminars and events that benefit the student personally, spiritually and socially.

## Purpose Statement

NGU Residence Life seeks to provide a distinctive way to learn in an environment that is designed to prepare students to serve, lead, and engage while giving the student an opportunity to build life-changing relationships. The resident halls are communities designed to serve one another, lead in relationships that are pleasing to God, and engage in fellowship with one another.

## Student Experience Outcomes

Students involved in Residence Life will:

1. Experience an overall satisfaction with their residential facilities.
2. Develop conflict resolution and social skills which will allow them to live cooperatively with others.
3. Encounter students from many different cultures and backgrounds and will be able to value their differences in a Christ-centered environment.
4. Experience the service and leadership of Resident Assistants and Resident Coordinators.

## **Campus Recreation**

The Office of Campus Recreation provides recreational opportunities that are designed to enrich the physical, mental, spiritual, and social liveliness of members of the North Greenville University community. This is accomplished through two entities—Student Activities and Intramural Sports.

### **Student Activities**

Student Activities offers a wide variety of recreational outlets for our students. Activities such as concerts, coffeehouses, movie nights and trips are just a few of the many activities that are planned through our Activities Office. In addition, the Student Center Game Room is staffed by students through our campus activity staff. The Game Room offers pool tables, ping pong tables, air hockey, table games, corn hole, spike ball, and console gaming systems. Student Activities is also responsible for major events on campus including Miss NGU, Family Weekend, Link Orientation, Homecoming activities and Spring Fling. Our Student Activities Coordinator assists all on-campus organizations.

#### *Purpose Statement*

The Office of Student Activities exists to strengthen the student experience by serving, leading, and engaging students through recreational opportunities in order to build relationships, bolster the community, and increase student involvement at North Greenville University.

#### *Student Experience Outcomes*

By participating in student activities students will:

1. Encounter multiple forms of recreation throughout the academic year which will allow them to experience fun both on and off campus.
2. Learn to engage one another in Christ-centered, social and recreational events.
3. Invest in the North Greenville University campus life and the surrounding community through events and service opportunities.

### **Intramural Sports**

Intramurals offers a wide variety of competitive sports for students not participating in the University's varsity sports programs. These exciting sports programs include flag football, softball, basketball, volleyball, and ultimate Frisbee, just to name a few. Each semester is filled with opportunities for students to compete with other students. We believe that through athletic competition, many valuable skills are learned. Among these are teamwork, trust, camaraderie, and leadership.

#### *Purpose Statement*

The Office of Intramural Sports desires to provide opportunities for students to compete against their peers in a friendly and structured environment, while building competencies in the areas of teamwork, communication, emotional control, and physical health.

### ***Student Experience Outcomes***

After participating in Intramural Sports programs and services, students will:

1. Have a sense of increase in overall wellness that is evident in their physical, social, emotional, cognitive, and spiritual domains.
2. Be able to participating in a manner that is deemed appropriate and within the lines of sportsmanship and the rules of the given sports that they are participating in.
3. Be able to demonstrate skills and behaviors that contribute to successful work-related skills such as leadership, communication and conflict resolution.

### **Career Planning**

North Greenville University Career Planning assists students in the pursuit of their careers or graduate education by offering assistance in such areas as resume' writing, interview skills and working through the application process for graduate school. Career Planning offers an etiquette dinner that helps prepare students for interaction with potential employers in a formal setting. Career Planning also assists students in finding part-time jobs while they are attending the University. Additionally, Career Planning offers a series of seminars such as Finding Your Career Path for freshmen and a job and graduate school fair for juniors and seniors. The Career Planning Coordinator functions as the advisor for the Student Government Association.

#### **Purpose Statement**

The Office of Career Planning works with students at North Greenville University to better equip each student to serve, lead, and engage the world in whatever career God is leading them to.

#### **Student Experience Outcomes**

By participating in the services provided by the Office of Career Planning, students will:

1. Gain a better understanding of the skills it takes to earn employment positions.
2. Exhibit higher levels of confidence in communicating both in writing and in speech.
3. Act in a manner that is both glorifying to God and acceptable within the business sector of the current culture.

### **Student Leadership**

The Office of Student Leadership is over several services that are provided to the North Greenville University student body. This programs are designed to provide support to students and foster growth in students. The Office of Student Leadership serves and engages student through three main programs: First-Year Experience Mentors, partnering with Campus Ministry's Big-Little Program, and educational seminars and workshops.

#### **Purpose Statement**

The Office of Student Leadership desires to develop servant leaders in the context of our community. As part of the student leadership program, students will grow a healthy personal relationship with the Lord and strive become a humble, servant leaders to the university community and those around them.

### **Student Experience Outcomes**

By participating in student leadership, students will:

1. Develop personal relationships through one-on-one mentoring.
2. Gain a better understanding of the campus community.
3. Develop leadership skills, relationship skills, and effective ways of handling conflict resolution.
4. Introspectively account for areas of growth in their own life and overcome them.

### **FYE Mentors Program**

The FYE Mentor program is designed to allow upperclassmen to mentor the incoming freshmen through their First Year Experience class. These FYE Mentors build relationships with their “Mentees” and walk with them through their first semester of college.

### **Big-Little Program**

The Big-Little Program is designed to connect students of similar personalities and preferences to build lasting and influential relationships with each other. “Bigs” and “Littles” build these relationships by spending quality time with each other at activities on and off campus.

### **Student Leadership Seminar Program**

The Office of Student Leadership desires to see students grow in all areas of their lives. For this reason, a series of education events are scheduled each semester. This program provides seminars, process groups, and focus groups that are all intended to help students grow in common areas of need. Some topics addressed through this program are stress, anxiety, time-management, self-control, relational strength, and more.

## **Student Health**

### **Tuttle Clinic**

Tuttle Clinic is located in the Tuttle Clinic on the campus of North Greenville University. The Tuttle Clinic is staffed by a full-time nurse and doctor during normal business hours. Our health services staff are capable of handling most any need, be it a stuffy nose or a more serious illness. Tuttle Clinic maintains records of individual students to better serve their individual needs. If necessary, Tuttle Clinic can also make referrals to a variety of local doctors and area medical services. Students can also get information from the clinic concerning various health topics and issues. In addition, Tuttle Clinic holds two campus wide blood drives each year and a yearly flu shot clinic.

### ***Purpose Statement***

Tuttle Clinic seeks to provide professional and confidential care concerning health issues. Our staff strives to serve the NGU community in a Christ-centered manner that exhibits engaging service for each student, staff, and faculty member.

### *Student Experience Outcomes:*

As part of the services provided by the Tuttle clinic, students will:

1. Receive medical attention that is professional, efficient, and confidential.
2. Have an opportunity to participate in two blood drives per year.
3. Increase their health-based knowledge through individual consultations, workshops, and seminars.

## **Counseling**

An integral part of Student Life is the Counseling Office. North Greenville provides counselors for those who seek assistance for a wide variety of issues. Our counselors provide a Christ-centered approach to counseling. This service is free to all students and offered without discrimination on the basis of age, race, sex, sexual orientation, gender identity, religion, language, or disability. Those who best benefit from this service are usually healthy and emotionally stable, except for their current crisis. The crisis could be a relational issue, eating disorder, separation anxiety, panic attacks, grief or any other temporary discomfort. Our counselors work caringly and confidentially to assist students in developing goals and habits consistent with Christian growth and ideals. At all times, our counselors abide by all FERPA regulations and adhere to the ethical guidelines as detailed by the State of South Carolina's LLR, the American Counseling Association, and the American Association of Christian Counselors.

### *Purpose Statement*

The counseling department seeks to encourage and facilitate personal and interpersonal growth and healing by providing Christ-centered, individual and group counseling for students and staff. The goal is to help these individuals become whole emotionally, relationally, spiritually, and academically.

### *Student Experience Outcomes:*

Through participation in the services provided by the NGU counseling staff, students will:

1. Have a consistently professional and confidential space to discuss their current needs.
2. Feel listened to, understood, and valued by their counselor.
3. Be better equipped to cope with or resolve their presenting issues.
4. Grow in their understanding of their physical, cognitive, emotional, social, and spiritual health.



# STUDENT CONDUCT AND REGULATIONS

This handbook contains guidelines, policies, and regulations designed to ensure that students conduct themselves, on and off the campus, in a manner that consistently reflects Christian conduct and which upholds the mission and purpose of the university. Each student is fully responsible to know all of the contents of this handbook and to abide by the content while identified with the university. The administration has determined that the university will take all steps necessary to ensure that students abide by all conditions contained in this handbook.

**STUDENTS MUST ABIDE BY THE NORTH GREENVILLE UNIVERSITY STUDENT CODE OF CONDUCT, BOTH ON AND OFF THE CAMPUS.** Any student who refuses to cooperate with university officials forfeits all rights as outlined in this handbook and may be removed from the university property.

## Major I Policies

The following areas are considered major by the University: ***alcohol, drugs, physical assault, sexual misconduct, unauthorized visitation, and violation of outside law.*** Penalty for being found culpable of a major offense is withdrawal or suspension from school.

### Alcoholic Beverages

*The possession or consumption of alcoholic beverages by North Greenville University students, whether on campus or off campus, is strictly prohibited.* Also, it is prohibited to be under the influence of alcoholic beverages at any time whether on or off campus. Alcoholic beverages include, but are not limited to Beer, Liquor, Wine, Powdered Alcohol or other beverages with alcohol content. Appropriate officials/representatives reserve the right to determine if a student is deemed to be under the influence of alcohol. For university purposes, the ability of a university official/representative to smell alcohol on a student's breath is considered evidence in support of being under the influence of alcohol. Outside law enforcement, gate checks, personal observation, and the use of breathalyzer equipment may be employed to determine whether or not a student is under the influence of alcohol. For a student to possess, consume or be deemed under the influence of alcohol on or off campus is a major policy violation and will result in the immediate loss of privilege to attend North Greenville University. When a question of responsibility is involved, the guidelines listed under Disciplinary Procedures will be exercised.

### Drugs

The possession, use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic, mood altering, or dangerous drug controlled by federal or South Carolina law by North Greenville University students, whether on or off campus, is prohibited. Also, it is prohibited to be under the influence of the above. In addition, the possession or use of synthetic drugs or other substances that may be used to alter one's mental or physical state are prohibited, whether or not they are prohibited by federal, state or local law. Appropriate officials/representatives of the university reserve the right to require a student to show proof of a

drug-free condition including drug testing whenever such officials/representatives suspect or have reason to believe that an individual(s) might be engaging in drug use on or off campus. Further, the university and its officials/representatives reserve the right to determine what constitutes “suspicion” or “reason to believe” to include common symptoms routinely identified with a person under the influence. For a student to violate the drug policy in any way is a major policy violation and will result in the immediate loss of privilege to attend North Greenville University. When a question of responsibility is involved, those guidelines listed under Disciplinary Procedures shall be exercised. The university reserves the right to use a narcotic - detecting dog whenever drugs are suspected on university property and are undetected by other means.

### **Physical Assault**

No student shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus. Breach of this policy is considered a major policy violation and will result in the immediate loss of privilege to attend North Greenville University

### **Sexual Misconduct**

Any individual, or group, who is obscene, lewd, indecent, or participates in any sexual activity outside the bonds of marriage, defined as the union of one man and one woman, violates Christian principles and practices. Sexual misconduct by North Greenville University students is harmful to the image and reputation of the individual and the University and therefore will not be tolerated. Students should be careful at all times not to place themselves in situations or activities that may lead to action that could be interpreted as the practice or promotion of sexual misconduct. The University considers sexual misconduct as, but not limited to, adultery, fornication, pre-marital sex, fondling, inappropriate touching and homosexual activity. Students publicly identifying oneself as lesbian, gay, bi-sexual or transgendered are deemed to be in violation of the policy concerning sexual misconduct. In addition, the University will not allow persistent or conspicuous examples of cross-dressing or other expressions or actions that are deliberately discordant with birth gender and will consider those expressions or actions to be in violation of the policy concerning sexual misconduct. Students who may be struggling with any sexual issue, concern or deviant behavior can seek non-disciplinary confidential counseling from the Office of Student Health-Counseling. Sexual misconduct is considered a major university policy violation and as such any violation of the sexual misconduct policy warrants the individual’s immediate loss of privilege to attend NGU. Whenever university officials/representatives have reason to believe individual students are engaging in any actions or conduct, whether on or off campus, which constitute sexual misconduct, and when a question of responsibility is involved, those guidelines listed under Disciplinary Procedures shall be exercised.

### **University Visitation**

Students are not allowed to visit in the residence halls occupied by the opposite sex. Violation of the university visitation policy is a major offense. The University does sponsor “special event” nights periodically throughout the year and offers designated resident hall common area

visitation on a scheduled basis. Students may only visit in the designated common areas at times scheduled by the University. Guidelines for the “special events” and designated areas will be published and must be followed. The established code of conduct must be adhered to during sponsored and designated common area visitation.

### **Violation of Outside Law**

Violation of local, state or federal law, on or off the campus, which violative act constitutes a clear and present danger of material interference with the normal, orderly operation and processes of the university, or with the requirements of appropriate discipline, is prohibited. Any student found culpable or charged by outside law enforcement may be subject to disciplinary action including loss of good standing status and loss of privilege to attend NGU.

### **Major II Policies**

The following general policies are considered to be serious violations of university policy. Violating these policies will result in disciplinary action that could include loss of privilege to attend North Greenville. Guidelines listed under Disciplinary procedures will be exercised.

#### **Academic Integrity**

1. No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course.
2. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
3. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material that can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the university, without authorization from the instructor.
4. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be identified and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.
5. Sanctions for Academic Irregularity: Violations of the Student Conduct Code such as cheating or plagiarism will result in sanctions deemed appropriate for the offense.  
Possible sanctions include:
  - a. Assignment failure: a grade of “zero” for the assignment involved.
  - b. Course failure: a grade of “F” for the course in which the offense occurred.

A student can be referred to the Director for Student Life for violations that warrant the following sanctions:

1. Forced withdrawal: withdrawal from the academic course with which the offense occurred without credit for the course. A failing grade may be assigned.
2. Disciplinary Withdrawal or Suspension from the University.

Forced withdrawal, disciplinary withdrawal or suspension without credit from the University can be for as minimal as one offense or multiple offenses. The Director for Student Life will make this determination with the assistance of one of the following Vice Presidents: Student Life, Academics, or Admissions and Financial Aid.

### ***Academic Integrity and Courses that Employ online Components***

Courses at NGU that employ online components, mainly “online” (or distance/DE) and “hybrid,” require a higher level of maturity and ethical standards on the part of the student. Instructors in these courses tend to post material to the course and expect the students to access it. Hard copies are rarely, if ever, distributed in these types of courses. The mention that specified resources are on the website, implies that the student is expected to access the materials for themselves and take whatever action is needed.

Ethically, the student in these types of courses must recognize that their education is their own responsibility and they must rely upon themselves to maintain their moral and ethical standards and avoid the temptation to take short cuts. Online/DE courses (also called “asynchronous” courses) in particular differ significantly in some respects to a course offered in a traditional classroom setting where the student and the instructor meet face-to-face on a regular basis during the semester. These courses ordinarily require a large amount of reading and constant attention to detail. The course syllabus spells out how the course works. Students cannot afford to ignore or never read all of the introductory materials to a course. To do so will result in a failure to follow procedures and thus lose points on their grades. Courses that employ online components are rarely easier than traditional courses. They are more accessible and allow for greater flexibility in one’s daily schedule.

Students who enroll in these types of courses must possess adequate computer and Internet resources. Students are required to have reliable access to a reliable computer to fulfill the course requirements. The computer must be able to access and manipulate Blackboard® and the other software used in the course. The computer must be loaded with compatible software. It is absolutely necessary that your word processing software be capable of manipulating Microsoft Word® files, and probably Microsoft Excel compatibility is also a minimum requirement. Some courses will require other and perhaps higher level software compatibility. Students using Mac machines sometimes encounter problems with Blackboard®. At this time, NGU is able to offer very little help for Mac users in these areas of compatibility. Failure to have a reliable computer, Internet connection, and/or compatible software are not reasons for failure to complete work on a timely basis in any course that requires online submissions. NGU offers computers for student use in a variety of locations on campus such as the library and the computer laboratories.

### **Disorderly Assembly**

1. No student shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion that interferes with the normal operation of the university. This section should not be construed so as to deny any students the right of peaceful, non-

disruptive assembly.

2. No student or group of students shall obstruct the free movements of other persons about the campus, interfere with the use of university facilities, or materially interfere with the normal operation of the university.

### **Disorderly Conduct**

Students must be aware of the university's commitment to having a student body environment which discourages exaggerated conduct that draws attention to oneself or to a group. Boisterous, excessively noisy and loud comments and expressions (language), and unrestrained activity are not considered to be reasonable student conduct. Students who make personal choices to ignore the university's request for orderly conduct will be subject to disciplinary action. Students should always make the effort to enjoy themselves, their friends, and others while also keeping in mind the desire of the university to have an orderly and well-behaved campus environment.

1. Disorderly or obscene conduct or breach of the peace on university property or at any function sponsored or supervised by the university or any recognized university organization is prohibited.
2. Conduct on university property or at functions sponsored or supervised by the university or any recognized university organization, which materially interferes with the normal operation of the university or the requirements of appropriate discipline, is prohibited.
3. Hazing: Taking part in or promoting class or group clashes, fights, or other disorder in the residence hall or elsewhere, and all hazing or other interference with individual liberty or with academic or other university functions, is strictly prohibited. Any activity that involves physical initiation activity is considered hazing and is strictly prohibited.
4. Conduct and expressions which are obscene or which are patently offensive to the prevailing standards of an academic community are prohibited.
5. No student shall interfere with, or give false name to, or fail to cooperate with, any properly identified university faculty, administration, or staff personnel while these persons are in the performance of their duties.
6. Any action that emulates, or is related to, "gang" type activity is prohibited. Actions include, but are not limited to, style of dress, wearing "gang" related paraphernalia, using "gang" type symbols, and acting as a group to harass, intimidate, or participate in criminal activity.

### **Falsification of Records**

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form, or document used by the university. No student shall furnish written or oral false information to any official of the university whether faculty, administration, or staff personnel.

### **Fire Safety**

1. No student shall tamper with fire safety equipment. Violation is an extremely serious offense warranting disciplinary action of at least a \$100 fine up to and including loss of privilege to attend NGU.
2. The unauthorized possession, sale, furnishing, or use of any incendiary device is

prohibited.

3. No student shall set or cause to be set any unauthorized fire in or on university property.
4. The possession or use of fireworks on university property or at events sponsored or supervised by the university or any recognized university organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
5. No student shall make or cause to be made a false fire alarm.
6. Drop Cords or Extension Cords are not allowed in the resident halls. Only multi-plug cords with surge protection are allowed in the resident halls.
7. There shall be no burning of incense, candles, open flames of any kind, or the use of any other items deemed dangerous or unsafe. Oil based air fresheners are prohibited.

### **Gambling**

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

### **Tobacco**

Tobacco products are prohibited on the university campus. This includes but is not limited to chewing tobacco, cigarettes, snuff, and herbal type products. No student, including students who participate in university sponsored athletic events, may use tobacco type products at any time. In addition the use of “electronic cigarettes”, water vapor cigarettes or other devices that simulate smoking are prohibited.

### **Theft**

1. No student shall take, attempt to take, or keep in his or her possession, items of university property, or items belonging to students, faculty, staff, student groups, visitors to the campus, or others outside the university community without proper authorization. The unauthorized use of a school issued key is considered a violation of the theft policy
2. Whenever a theft occurs, the student must immediately contact the Office of Campus Security and Student Life. The university will conduct an investigation, including searches, when deemed appropriate. The County Sheriff’s Department may be asked to assist with any investigation. North Greenville University cannot be responsible for any personal items students bring onto campus.
3. No student shall sell a textbook that is not his or her own without written permission of the owner.
4. Unauthorized use of any telephone is prohibited.

### **Vandalism**

Malicious or intentional damage or destruction of property belonging to the university, to a member of the university community, or to a visitor to the campus is prohibited.

### **Weapons**

1. Students are prohibited from possession of firearms, knives, bows, arrows, sling shots, water guns, BB or pellet guns, paintball guns, fake weapons of real appearance, or other

weapons on university property or at events sponsored or supervised by the university or any recognized university organization, unless authorized in writing by the Director of Student Life or Public Safety. Pocket knives with exposed blades that do not exceed 3” in length are allowed. As a point of reference, one can use a NGU ID card as reference. The ID cards are 3” in length; if a blade is no longer than an ID card, it is allowed to be carried on campus. Any blade exceeding 3” in length will be confiscated. Confiscated weapons will be destroyed and a receipt given to the owner.

2. Students are prohibited from possessing, furnishing, selling, or using explosives of any kind on university property or at functions sponsored or supervised by the university or any recognized university organization.

## **General Policies**

### **Bulletin Boards**

All notices displayed on bulletin boards and other campus areas must be pre-approved by the Coordinator of Student Activities. Announcements should be placed only on bulletin boards. Announcements may not be placed on windows or doors of campus building except in the residence halls.

### **Campus-Wide Restricted Hours**

North Greenville University maintains a campus wide curfew beginning at midnight Sunday – Thursday and 1 AM Friday and Saturday. All resident students will be in their room and all commuter students will be off campus after the designated curfew time. Students are not allowed to gather on campus or in non-residential campus buildings after the designated curfew. Although students are highly encouraged to remain on campus after curfew hours, any student may leave and return to campus at any time.

### **Community Respect**

Taking part in or promoting class or group clashes, fights, or other disorder in the residence halls or elsewhere, and all hazing or other interference with individual liberty or with academic or other university functions, is strictly prohibited.

### **Dancing**

Dancing is not considered appropriate behavior at North Greenville University. Therefore, the university does not allow, nor does it sponsor, organized dances on or off campus. The university does not allow individual students, groups of students, or university clubs or organizations to organize, sponsor, or promote any events that may include dancing.

### **Dress Regulations**

The primary objective of North Greenville University is to provide a learning environment that is Christ-centered and a place where “Christ Makes the Difference.” The personal appearance of every student is an important component of establishing a Christ-centered environment where the objectives of the University can be attained. Students are expected to dress in the manner described below while on University property or representing the University.

While outside of their personal rooms, students' dress and grooming will be neat and clean at all times. No clothing or jewelry will be permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.

The following minimum standards apply at NGU and will be vigorously enforced:

1. **Shirts:** No bare midriff shirts or blouses will be permitted. No tank tops/sleeveless cut-out shirts, spaghetti strap tops, halter-tops, or vests without shirts will be permitted. Shoulder straps have to be a minimum of 3 inches wide. No see-through or mesh garments may be worn. Tank tops/sleeveless cut-out shirts may be worn by themselves only when actually participating in an athletic/intramural event. Shirts must be worn at all times outside of the residence halls.
2. **Skirts/Dresses:** Skirts/Dresses should fit and be in good taste and not be shorter than mid-thigh.
3. **Pants/Shorts:** Pants/shorts must be worn at waist level. Shorts must be properly fitted and in good taste and may not be shorter than mid-thigh. Yoga, tight legging or joggging style pants are not permitted unless a shirt or covering that is mid-thigh in length is worn with them. Pajama type clothing/pants are not allowed outside the resident halls. Because of safety reasons, excessively baggy pants and clothing are not permitted.
4. **Hats:** Hats or other head coverings may not be worn at events inside Turner Chapel, in classrooms, in administrative offices or at events designated as "Special Event" functions. Hats may be worn in the classrooms at the discretion of the professor.
5. **Body/Facial Jewelry:** Body/Facial Jewelry is not permitted except on the earlobes or a small stud in the nose. Students may not have any other body part pierced. Students are not allowed to wear large gauged earrings or other items deemed inappropriate by the University. Male students who represent the University in an official capacity (such as choir, athletes, RAs, Coordinators, etc.) may not wear earrings. Students who represent the University in an official capacity may not wear nose studs.
6. **Miscellaneous:** Non-human colored hair is not permitted. Extraneous articles hanging from clothing, such as chains or other articles are considered inappropriate and will not be permitted. "Gothic" style clothing and/or make-up is not permitted.
7. **"Special Event" Dress:** "Special Event" functions are cultural events, and other special occasions as determined by the University. "Special Event" dress is defined as the following: Men – neatly fitting and pressed pants and, and at a minimum, a collared polo style shirt; dress shirt and tie are preferable, shirt must be tucked in. No sandals/flip flops will be permitted. Women—neatly fitting dress, skirt/pants with a blouse, is acceptable. Dresses and skirts must not be shorter than mid-thigh. Denim pants, athletic apparel, and shorts cannot be worn at "Special Event" functions. Students not adhering to the "Special Event" dress policy will not be allowed to enter a "Special Event."
8. **Sunday Lunch:** For Sunday lunch in Todd Dining Hall, students are expected to dress neatly in accordance to the North Greenville University dress code (described above). However, athletic apparel such as but not limited to athletic shorts, sweatpants, slides, and hats are not allowed during the Sunday lunch period in Todd Dining Hall.

The University reserves the right to make additions to these standards.



### **Lost and Found**

The University assumes no responsibility for lost, stolen, or damaged articles. Articles lost, found, or stolen should be reported to the Office of Campus Security. A police report should be filed. Insurance claims for such items should be filed on the student or parent's homeowner's policy. University insurance provides no coverage. The University strongly recommends the student buy personal insurance for their belonging.

If an item has been lost, check with the front desk in Student Life. This is where the university's lost and found is housed.

### **Internet Usage**

The University recognizes the Internet as a useful tool for information, communication, academic support and leisure time pursuits.

1. Students must abide by all university rules and regulations when using the internet. Students posting on social media sites such as, but not limited to, Facebook, Twitter, Instagram, and Snapchat will be held responsible for any information, pictures, language or other content which appears on the student's websites. Students can be disciplined for website or social media content that violates university rules and regulations.
2. No student shall view, copy, print, or distribute images that the university deems patently offensive from the Internet or other computer network services. No students shall use university property to create, scan, or transfer such images. The university reserves the right to examine and erase any image, on any computer within the campus, deemed offensive. Students found in violation of this policy will be subject to disciplinary action.

Students should always take precautions to protect themselves and protect their personal information when using the internet.

### **Public Displays**

The welfare of the group depends upon the conduct of the person, certain standards are expected of North Greenville University students. Therefore, public displays of affection, such as a full embrace, a prolonged kiss, caressing, lying in another's lap, or lying together on the ground, are not acceptable and will result in disciplinary action. The university reserves the right to determine what constitutes a public display of affection.

### **Scheduling of Campus Events and Facilities**

It is necessary for anyone scheduling any events on the North Greenville University campus to register the event with the Office of Student Life and with the Campus Minister's office, which maintains the university master calendar of events. Coordination should occur with the Director for the Turner Auditorium, with the Vice-President for Admissions and Financial office for the Hayes Ministry Center, or with the Exhibits Director or Librarian for the Averyt Learning Center, when use of these facilities is requested. Appropriate forms are provided for reserving dates, spaces, and times for events. A master calendar will be maintained in the Campus Minister's office. Everyone must have approval for using campus facilities and register their request with the Director of Student Life. The only exception for this policy is the guesthouse, the boardroom

in the Donnan Building, and the President's dining hall. These three places must be reserved through the President's office. Before any plans or arrangements are made, approval must be obtained for the event. Campus Security should be notified if any buildings are used outside of normal operating hours.

### **Skateboards**

Skateboards, long boards, kick scooters and roller blades, etc. are allowed on the North Greenville University campus with the following guidelines:

1. Skateboards, etc. may not be ridden on brick-paver sidewalks, on painted or sealed sidewalk areas or other areas as posted. Skating is prohibited inside of all campus buildings.
2. Tricks or maneuvers that damage or destroy property on campus are strictly prohibited. Violators could be subject to disciplinary measures.
3. The right of way on any sidewalk and walkway always goes to the pedestrian. Riders should always use proper caution and respect for others while riding on campus. If riding in a roadway or parking lot riders should yield to any vehicle and use extreme caution in these areas.

### **Student Identification Cards**

1. It is mandatory for a student to have in his or her possession at all times a current official ID card of the university. The university current official ID card shall be surrendered upon request to any university official or security officer of the university. Replacement ID Cards are \$25. Replacement for a prox ID card is \$35.
2. Lending, selling, or otherwise transferring a student identification card, such as an official ID card or meal ticket, is prohibited. The ID card can be confiscated and fines can be applied.
3. The use of student identification, such as an official ID card or meal ticket, by anyone other than its original holder is prohibited. The ID card can be confiscated and fines can be applied.
4. No student shall enter or attempt to enter the dining hall or any social, athletic, or other event sponsored or supervised by the university or any recognized university organization without credentials for admission (e.g., ticket, identification card, or invitation), or in violation of any reasonable qualifications established for attendance. At such university functions a student must present proper credentials to identified university faculty and staff upon their request.

### **Thrown Items**

No student is permitted to throw bottles, water, snowballs, or other objects in the area of the residence halls or other buildings on campus.

### **Use of University Facilities, Unauthorized Entry, and Campus Access**

North Greenville University is a private institution affiliated with the South Carolina Baptist Convention. Its facilities and properties are intended solely for the use of the faculty, staff, students, and their guests. Therefore, the University's President or his designated appointee

reserves the right to deny access to any person or group whose actions, intentions, or beliefs are contrary to the University's mission.

Buildings will be opened and made available for students only during normal hours of operation. After normal hours, students who are in any building without prior permission of a university official are in violation. Students having prior permission must have an afterhours pass on their person and available to show to any university official/representative. An Incident Report and Security Violation Report will be filed on any student in violation of this policy.

1. No student shall make unauthorized entry into any university building, office, or other facility, nor shall any person remain without authorization in any building after normal closing hours.
2. No student shall make unauthorized use of any university facility.

### **Wireless Communication Devices**

Cell phones and other communication devices are permitted for personal use. Cell phones must be used in the silent/buzz mode whenever a student is in attendance in the classroom, chapel, cultural events, or other school directed requirements for attendance. If the device does not have the silent/buzz mode then the device should be turned off. While in class, chapel or cultural events phones should remain in your pocket or purse. Students may not use phones for calls, text messaging, games or other uses during class, chapel or cultural events. Faculty may impose standards for use in addition to this policy.

### **Work Study Students and Student Assistants**

The University employs a number of students through the work-study program. When in the performance of their assigned duties, these students are working in the capacity of student employees and must be treated with the same respect as other employees.

### **Heed to University Officials and Representatives**

University Officials/Representative may have reason to make an inquiry to any student at any time. Whenever an inquiry is made, the student must immediately and properly give heed to the inquiry. Students who intentionally avoid gate checks, requests to stop their vehicles or participate in other actions that lead to avoiding University officials is prohibited and may result in a student's loss of privilege to attend the University. Failure to provide truthful information to University Officials will result in disciplinary measures including the loss of privilege to attend.

### **Joint Responsibility for Infractions**

Students who act directly or indirectly in concert to violate university regulations have individual and joint responsibility for such violation, and such concerted acts are prohibited.

### **Repeated Violations**

Repeated violations of published rules or regulations of the university, which cumulatively indicate an unwillingness or inability to conform to standards of the University for Student Life, will be cause for more severe disciplinary actions including loss of residential privilege or loss of privilege to attend.

### **School-Related Trips**

All of the above rules and regulations are in force from the beginning to the end of any and all school-related trips.

### **Closing Policies Statement**

**Students, whether on campus or off campus, must abide by all university policies and regulations at all times. The reputation of the university, as well as the individual student's ability to succeed, is at stake. Each student is to be aware, at all times, that attendance at North Greenville University is a privilege and not a right. Students identified with the university must demonstrate conduct that clearly fits into the Christ-Centered spirit of the institution.**

# **SEXUAL HARASSMENT AND ASSAULT POLICY AND GUIDELINES**

North Greenville University is committed to providing an environment free from sexual harassment. Sexual harassment by any member of the university community is a violation of both the law and university policy and will not be tolerated. Both males and females can be victims of sexual harassment, and both males and females can be perpetrators of sexual harassment. Sexual harassment is an issue that may affect any member of the university community and will be dealt with promptly by the administration.

### **Definitions of Sexual Harassment**

For Students, harassment on the basis of sex is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in educational programs and activities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status in a course, program, or activity;
  2. Submission to such conduct is used as the basis for academic decisions affecting the individual, including, but not limited to, grade or academic progress;
- OR
3. When the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The basic point to remember is that sexual harassment is unwanted, unsolicited, or undesired attention of a sexual nature. Sexual harassment is a breach of the trusting relationship that normally exists between the employer-employee and the professor- student. Boundaries between the professional role and the personal relationship blur because the harasser introduces the personal element into what should be a sex -neutral situation. Sexual

harassment can be exhibited verbally or physically. Examples of sexual harassment include: unwelcome sexual innuendoes, suggestive or insulting sounds, whistling in a suggestive manner, or humor and jokes about sex or (wo)men in general, implied or overt threats, and unwelcome patting, pinching, or touching.

### **Who can be Sexually Harassed?**

Both males and females can be victims of sexual harassment, and both males and females can be perpetrators of sexual harassment. Sexual harassment can occur between supervisor and employee; coworker and coworker; campus visitor and university employee; professor and student, and student and student.

### **What you can do if you are Sexually Harassed**

1. Know your rights: See "Sexual Assault Victims' Bill of Rights" section below. Sexual harassment is illegal and university policy prohibits any university employee (faculty, staff, and student employees) or student from engaging in sexual harassment.
2. Speak up at the time: Say "NO!" clearly, firmly, and without smiling. This is not the time to be polite or vague. By being quiet, you enable the harassment to continue. Speaking up can protect others from being victimized and may decrease your feelings of helplessness.
3. Don't Blame Yourself: Sexual harassment is unwanted action that the harasser decides to take. It is not your fault.
4. Don't Delay: If you delay action, the harassment is likely to continue. An employee or student can report harassment to the following:
  - a. Title IX Coordinator                      Robin McCarter  
(864) 977-2008 or robin.mccarter@ngu.edu
  - b. Campus Security                              (864) 977-7777
  - c. Director for Student Life                  Billy Watson  
(864) 977-7123
  - d. Office of Campus Ministries              Dr. Steve Crouse or Beth Ross  
(864) 977-7022
  - e. Tuttle Clinic                                      Kathy Bailey  
(864) 977-7170
  - f. Counseling Services:                      Sue Suomi (864) 977-2094  
    Steven Bielby (864) 663-0249  
    Jared Thomas (864) 663-0148

If you are an observer of what you perceive to be sexual harassment, you can also take steps to stop this form of discrimination. You can:

- a. Speak up: Inform the harasser that his/her actions may be perceived as sexual harassment.
- b. Support the victim: Provide comfort and assurance to the victim.
- c. Report the incident: Talk to appropriate persons. (Title IX Coordinator, Campus Security, Campus Ministries, Health or Counseling Services.

It is important for persons (victims and observers) to seek advice in determining if what they are experiencing is sexual harassment. Seeking advice can also provide information on how to keep

what are initial overtures from developing into harassment. Oftentimes, persons may feel that they can handle the situation when in fact they cannot. It is helpful to the university to know if such activities are occurring. Reporting the incident whether one decides to file an official complaint or not, benefits the victim, the university, and future students or employees.

### **Safeguards for Parties Involved**

Sexual harassment is a particularly sensitive issue that can affect any member of the university community. Prompt action will be taken on every complaint. Each reported incident will be handled on a case by case basis to determine whether the alleged violation occurred and if appropriate disciplinary action is warranted. Disciplinary actions for violations may include the following: oral and/or written reprimand, reassignment, suspension, counseling, termination, or any combination thereof. Student offenders may be disciplined under the Standards of Conduct listed in The Enlightener.

Confidentiality of all parties involved will be respected to the extent allowed by law. Complaint procedures are designed to ensure protection of the civil rights of all parties.

### **Where to Go for Help**

- Title IX Coordinator (864) 977-2008  
Robin McCarter
- Campus Security (864) 977-7777
- Director for Student Life (864) 977-7123  
Billy Watson
- Office of Campus Ministries (864) 977-7022  
Dr. Steve Crouse or Beth Ross
- Tuttle Clinic (864) 977-7170  
Kathy Bailey
- Counseling:  
Sue Suomi (864) 977-2094  
Steven Bielby (864) 663-0249  
Jared Thomas (864) 663-0148

This document includes materials from Sexual Harassment: A Guide for Faculty, Staff, and Students, published by the University of Tennessee.

### **Sexual Assault Victims' Bill of Rights**

In accordance with Section 485 of the Higher Education Act of 1965, these rights are given to victims of campus related sexual assaults:

- The right to have any and all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity; and the right for North Greenville University (NGU) organizations which assist such victims to be recognized.
- The right to have sexual assaults committed against them investigated by North Greenville University Campus Security and Student Life and The University Title IX

Coordinator; and the right to the full and prompt cooperation and assistance of personnel in notifying the proper authorities. This action shall be in addition to the disciplinary proceedings established by NGU.

- The right to be free from any kind of pressure from any NGU entity that victims (a) not report crimes committed against them to NGU Campus Security, and disciplinary officials for civil or criminal action: or (b) report crimes as lesser offenses than the victims perceive them to be.
- The right to be free from any kind of suggestion that sexual assault victims not report, or under-report, crimes committed on campus because:
  - victims are somehow "responsible" for the commission of crimes against them;
  - victims were contributory negligent or assumed the risk of being assaulted; or,
  - by reporting crimes they would incur unwanted personal publicity.
- In any campus disciplinary hearing, the accused and accuser(s) have the right to have a family member present with them at the hearing. No lawyers will be allowed at the disciplinary hearing for either party. Both the accused and accuser have the right to be notified of the hearing outcome. The sanctions for the accused in cases of sexual assault will be determined by the individual or body hearing the charges. Sanctions may include any sanction deemed appropriate in The Enlightener or Employee Handbook.
- The right to full and prompt cooperation from NGU personnel in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary for proof of criminal sexual assault in subsequent legal proceedings.
- The right to be made aware of and assisted in exercising any options as provided by State and Federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
- The right to counseling from any mental health services previously established by NGU, by other victim-service entities, or by services acquired by victims themselves.
- After campus assaults have been reported, the victims of such crimes shall have the right to require that NGU authorities take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact with or proximity to reported assailants, including immediate relocation of the reported victim to safe and secure alternative housing and transfer of classes if so requested by the victim.
- In addition, students, whether sexual assault victims or not, have a right to habitability (\*) in on-campus housing accommodations for which NGU may receive any compensation, direct or indirect. Substantiated violations of these provisions shall be corrected by campus personnel with relocation of the complainant to acceptable, safe, and secure alternative housing as soon as possible, unless conditions warrant other immediate action by campus personnel.

# RESIDENCE REGULATIONS

It is expected that students living in Housing and Residence Life will cooperate with the Housing and Residence Life staff and with each other in maintaining a routine of living conducive to rest, study, relaxation, reasonable social interaction, and to wholesome university life. Living in residence is a privilege, and the university reserves the right to revoke this privilege whenever the actions of a resident are not conducive to good study habits, interferes with the rights of others, or are not in keeping with the purpose of the university. Also, a commuter student has the same responsibilities as the resident student where the same regulations and policies apply.

## Residency Requirements

1. Beginning with the Fall 2014 semester, all new, readmitted or continuing students (continuing students include any student living on campus for the Spring 2014 semester) are required to live on campus for a minimum of 8 consecutive regular (Fall/Spring) semesters. The following exemptions are allowed with the submission of a Housing Exemption Form and proper documentation.
  - a. Students who have completed eight (8) consecutive regular semesters in housing according to the 2016-17 Housing Policy and Contract.
  - b. Students over the age of 23 as of August 23, 2016.
  - c. Married Students. (Any student getting married during a particular semester must get married before the mid-term date of the semester to be eligible for this exemption.) Students who are married are not allowed to live on campus.
  - d. Students living with immediate family or legal guardian are exempt from this requirement upon presentation of proper documentation. "Immediate Family" includes parents, adult sibling (over the age of 25), grandparents, or adult aunts and uncles. Legal guardian status must be verified by court order.
2. All incoming transfer students are initially exempt from the housing requirement with proper submission of a Housing Exemption Form. However, if a transfer student initially resides on campus, they must reside on campus until their NGU enrolled regular semesters and their full-time transfer regular semesters equal 8 regular semesters. Transfer students who initially live on campus can also meet the exemptions outlined in paragraph 1. above in subsequent academic years.
3. Students who live with immediate family members may commute to North Greenville University from the following counties only: in South Carolina – Anderson, Greenville, Laurens, Pickens, and Spartanburg; in North Carolina – Henderson and Polk. The Office of Student Life is responsible for the approval of any exceptions. The student seeking exception must place his or her appeal in writing to the Office of Student Life.
4. All international students must live in the University's residential housing system. The only exceptions are international students living at home with parents (meeting the requirements listed in section III above) or living with a spouse.
5. No student may reside within five miles of the University unless residing at home with a legal parent, immediate family member or guardian.



6. All students who sign the "Housing Contract" are bound to the terms of the contract as of August 1, 2016 whether or not they meet the requirements as outlined above.
7. The continuing student shall pay the University a non-refundable fee of \$50 upon submission of the housing contract. The new student is required to submit a \$200.00 pre-enrollment deposit to the Office of Admissions. If the student pays by check and the check is returned by the student's bank, the student's application shall be held aside and not processed unless and until payment is made.
8. The contract becomes binding on **August 1<sup>st</sup>, 2016**, and the student shall pay the balance due as required by North Greenville University Business Office policies. If the student enrolls and fails to occupy the assigned room, full cost of the space and meal plan will nonetheless be due.
9. Upon occupancy of the room, the student incurs the full cost of the semester's housing charges and full payment is due. After occupancy there are no refunds, full or prorated, for housing charges. Occupancy of the assigned room is established when a student officially checks into housing and receives a room key even if the student subsequently withdraws from the University
10. The term of this contract is based upon the general University calendar and is for one academic year (fall and spring semesters), commencing on the first day of the fall semester and terminating within twenty-four (24) hours of the student's final spring semester exam or upon the student's graduation but not including official recesses. The term of this contract for the student entering spring semester is for that semester only, commencing on the first day of spring semester and terminating within twenty-four (24) hours of the student's final exam or upon the student's graduation. Summer sessions will be based on the University calendar and in accordance with the particular session in which the student is registered.
11. The University shall have the right to terminate this contract if the student fails to occupy the assigned space on or before the first day of the class and does not give proper notice of late arrival to the Office of Student Life and forfeits any reservation fee paid to hold said space.
12. The University shall have the right to terminate this contract immediately upon the breach of any term of this contract by the student, specifically including violation of any University regulation by the student whether such regulation be now in effect or later enacted and publicized.
13. If a student enrolls for the spring semester, the contract is valid. Students that live on campus must be enrolled for at least 12 semester hours.
14. The student shall have the right to terminate the housing contract for non-enrollment, academic suspension, graduation, marriage (termination to occur no more than four weeks prior to the wedding date), or if the student is participating in a school-sponsored internship more than 30 miles away from the University. Documentary evidence will be required by the University to show just cause for cancellation.

### **Alcohol Advertising**

Alcoholic beverage containers, empty or otherwise, or alcohol advertising signs are not permitted in residence halls.

## Appliances

The university is not responsible for appliances (including but not limited to DVD players, televisions, radios, hair dryers) that are damaged due to electrical mishaps, such as surges. Students use these at their own risk. Electrical overloads are not permitted. Drop/extension cords are not allowed in the resident halls. Only multi plug cords with surge protection may be used in the resident halls. Attention to safe use of all appliances is required at all times. Hot plates or any items with exposed heating elements are not allowed in the halls. No cooking is allowed that requires frying with grease. Microwaves must be used in a safe manner and only as designed. Microwaves must be kept clean at all times. Coffee makers must have automatic cut-off capability.

## Bicycles

Bicycles must be registered (registration is free through Campus Security). They may be stored in the resident's room provided the bicycles are free of dirt, mud and debris. The resident must also have their roommate's permission to store the bicycle in the room. In the event the above is not satisfied, bicycles may be stored in designated areas outside the men's and women's residence halls. Please see parking rules and regulation under Campus Security for more instructions concerning bicycles.

## Buildings

Students are not allowed on the roofs of any building on campus.

## Community Damage

Damage to the university community costs each student. All students must refrain from vandalism or damage of any kind to university property. When an individual(s) is responsible for intentional damage and goes unrecognized, then each recognized student must pay for the damage. For example: a broken chair in the lobby area of a housing unit. All occupants of that floor or that unit may be responsible for all cost. Charges for repairs will be assessed based on current cost. Other fines may be imposed.

## Damages

The students who occupy the room, unless one student accepts responsibility for the damage, must pay for damage to furniture, walls, windows, or other property. The following guidelines are to be adhered to:

1. On cinder block walls or sheetrock walls, **ONLY** blue masking tape or 3m command type hangers may be used to hang pictures, posters, etc. Blue tape and 3m command type hangers must be carefully removed. **Double sided tape may not be used** in the residence halls.
2. On wooden paneled walls, **ONLY** thumbtacks may be used to hang pictures, posters, etc. Nails & screws of any size **MAY NOT** be used. 3m command type hangers may be used but must be carefully removed.
3. The following **MAY NOT** be used on any surface in a residence hall room: paint, **double sided tape**, duct tape, packing tape, contact paper, nails, screws, poster putty or glue.
4. No locks or lock system of any kind, type or description may be put on drawers,

cabinets, closets or other university property at any time.

5. Self-adhesive stickers may not be put on any surfaces.
6. Furniture, walls, or other property may not be written on for any reason.
7. Fines will be levied on anyone who commits an infraction. Fines will amount to at least \$25.00 plus repair charges. Fines not paid in a timely manner will result in dismissal from the Residence Hall and could lead to dismissal from the university. The cost of damage to the buildings, in halls, porches, lounges, stairwells, or furnishings will be prorated, unless the offenders are known. There will be a \$25.00 fine levied against damage to mini-blinds.

### **Entry and Exit Doors**

For fire and safety reasons, entry/exit doors in all halls must be kept closed at all times. Doors must not ever be propped open.

### **Firearms, ETC**

No firearms (including BB, Pellet & Paintball Guns), fireworks, or explosives of any kind are to be in the residence halls or elsewhere on the campus. Use of flammable materials is prohibited. No open flame/burning of any kind is permitted.

### **Fire Safety**

1. No student shall tamper with fire safety equipment. Violation is an extremely serious offense warranting disciplinary action of at least a \$100 fine up to and including loss of privilege to attend NGU.
2. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited.
3. No student shall set or cause to be set any unauthorized fire in or on university property.
4. The possession or use of fireworks on university property or at events sponsored or supervised by the university or any recognized university organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
5. No student shall make or cause to be made a false fire alarm.
6. Drop Cords or Extension Cords are not allowed in the resident halls. Only multi-plug cords with surge protection are allowed in the resident halls.
7. There shall be no burning of incense, candles, open flames of any kind, or the use of any other items deemed dangerous or unsafe. Oil based air fresheners are prohibited.

### **Furniture**

Furniture may not be moved from one room to another or outside. All lobby furniture must remain in place at all times. Cushions may not be removed at any time.

### **General Public**

Outsiders who persist in making a nuisance of themselves in the university community will be barred from the campus. Students who live off campus may be denied the privilege of visiting in the Residence Halls for failure to abide by the university Residence Hall regulations.

Students may not invite non-university connected personnel including immediate family into the residence hall without special permission from the Coordinator.

### **Health**

If a student is diagnosed with AIDS, the student will be encouraged to be a commuter and allowed to continue in the academic program. The matter will be held in strict confidence and handled by the university counselor or medical staff.

### **Immoral Material**

No pornographic, lewd, vulgar, or provocative material in any form is allowed on campus. This includes but is not limited to: posters, magazines, Johnson T-shirts, audiotapes/discs, video tapes/discs and electronic data downloads from the Internet. Violations are a serious offense.

### **Keys and Card Access**

Each resident is issued a key at the beginning of the semester. If a key is lost during the semester, it **MUST** be reported immediately to the Area Coordinator responsible for your residence hall and replaced by paying a fee of \$50.00. If the originally issued key is not returned by the resident at the end of the semester, that resident will be billed \$50.00 and disciplinary action may occur. Duplicate keys can be made only by the university maintenance department. Duplicate keys made by the student are a violation of policy. Students are to request a new key through the Office of Student Life. In the event of card access, losses of cards must be reported within 24 hours to Student Life and a replacement card will be issued. The cost is \$25.00 (standard card) or \$35.00 (prox cards). The women's residence halls will be locked at all times. Access is by key or card access. Alarms are set. Tampering with the Access system or alarms will result in fines and other disciplinary measures.

### **Meetings**

Meetings, parties, receptions, classes, or gatherings may not be scheduled in the residence halls without permission from the Residence Coordinator. Each group must clean, restore furniture to its original position, and empty trash and garbage bags before leaving. Failure to properly care for the meeting area will result in the loss of privilege for future use.

### **Pets**

Aquarium fish are the only pets allowed in the residence halls. Tanks may be cleaned in designated areas only. Contents of tanks may not be disposed in sinks, toilets, showers, etc. (See your Coordinator for instruction on proper disposal). Tanks over 10 gallons are not allowed.

### **Quiet and Noise**

Quiet will be maintained in the residence halls at all times so that others may rest, study, and relax as individual needs dictate. Noise which disturbs neighbors in adjoining, connecting or adjacent rooms, will not be permitted, including loud talking, loud radios, televisions, and stereos. The quiet policy also applies in public areas and halls. Special times will be established

to allow for socializing, community building, and to developing personal relationships with suite and hall mates. Consideration of others will always be the standard for Hall life.

### **Relocations and Consolidations**

The Residence Coordinator may move Residents from one room to another and from one hall to another in the residence halls when it seems advisable. Students who are in rooms by themselves will be consolidated with another student. When necessary, who moves will be determined by seniority based on date of the initial prepayment to enter the university. When available, students may request private rooms. However, students requesting private rooms must pay the entire cost associated with the room (i.e. double board charges will be charged to the student bill).

The room change request deadline is the Wednesday after the first day of classes.

### **Residence Hall Regulations**

1. **Hours:** The women's residence halls will be locked at all times. Access is by key or card access. Alarms are set. Residents are to be off campus following their last class at the beginning of any holiday period. No vehicles are to be left on campus during breaks without written permission from Public Safety.
2. **Guests:** Students may request in writing to have overnight guests and the request must be approved in advance by the Men's or Women's Residence Coordinator respectively. Forms are available. Student hosts will be responsible for their guests' behavior while on campus. Pre-approved guests may visit on Friday and /or Saturday nights only. Exceptions will be considered on a case-by-case basis. Roommates must approve of a guest's being in the room. Guests must be of university age and must permanently reside at least 60 miles from NGU. All university policies apply to guests. Students who violate this policy will be fined and disciplined.
3. **Hall Closing:** All students must vacate the residence hall when they have finished their last examination. Established room checkout/room clearance procedure must be followed. Exceptions to this are graduating students and marshals for commencement who are pre-approved by the Residence Coordinator to remain in halls. All students must vacate the residence halls during holidays and various breaks.
4. **Hall Opening:** The residence halls open at announced times at the beginning of each semester and after holidays. Students may not return to the residence halls prior to the announced opening time.
5. **Holiday Closing:** All students are required to leave campus during fall break, spring break, all holiday breaks, and between semesters. Proper Checkout procedure must be followed. If students are required by the University to remain on campus during a holiday break they will be consolidated.
6. **Room/Board:** Students who live in university residence halls are required to pay board and take their meals in the university dining hall.
7. **Room Changes:** Residents may change rooms or roommates only with prior permission from the Men's or Women's Residence Coordinator respectively. Changing rooms/roommates without prior permission will result in disciplinary action. The required

form must be completed.

8. **Room Checks:** Keeping an orderly, clean, neat room on a daily basis is one characteristic of maturity. Rooms must be neat and uncluttered at all times. Room checks by your Coordinator or other Student Life staff will be made on a weekly basis and spot checks will be made as needed. Semester schedules will be distributed. Guidelines for maintaining an orderly room will be issued to all residents. Students may forfeit their right to live in the residence hall for substandard room conditions. Other disciplinary measures may apply.
9. **Room Checkout/Clearance:** Students must follow proper room check-out/clearance procedure when vacating a room. Improper room check-out/clearance will result in at least a loss of damage deposit. The deposit must be reinstated to 100% before a student may return to the hall. Residents will forfeit their room damage deposit for rooms vacated and not left in a satisfactory manner. Additional fines may be assessed.
10. **Room Eligibility:** Resident students must take a minimum full time class load of twelve hours in order to remain in residence. Residents who attend for fall semester and return for the following spring semester must continue to reside in the hall unless otherwise approved.
11. **Room Security:** Students are to respect the privacy of other residents by not entering another's room when that person is out. All residents should lock their rooms when they are out. The university **IS NOT** responsible for theft or damages. The university cannot supply safe deposit or offer secure facilities for maintaining valuables. Students are discouraged from bringing valuables or keeping sums of money in their rooms. The University strongly suggests that students purchase insurance for their personal belongings.

## Resident Assistants

The University employs students to serve as Resident Assistants (RA) in Housing and Residence Life and in the Student Center. It is the responsibility of these students to assist the Director of Student Life, the Residence Hall Coordinators, Assistant Coordinators, and the Coordinator of Student Activities in maintaining the proper atmosphere for rest, study, relaxation, recreation, and healthy living on campus. Resident Assistants are selected for their ability to communicate with others, their willingness to accept responsibility, and their desire to be helpful to others. The RA is a primary resource person in the residence halls and in the Student Center for information and assistance. Although not a disciplinarian, RAs are responsible for ensuring that all students abide by all policies. RAs will issue incident reports to students who are found to be in violation of university policies. RAs are employees of the university and must be treated with the same respect as any other employee.

## Room Search Procedures

Student Life staff reserves the right to search any room or automobile at any time that such action is deemed to be in the best interests of the University in accordance with Search Procedures. These procedures are as follows:

1. A resident of the room may be present during room search.
2. University officials must conduct room search.

3. If present, the resident should observe the opening of all drawers, suitcases, or other closed containers.
4. Anything that is prohibited by university rules shall be confiscated and turned over to the Director of Student Life. University officials will file a report in Student Life.
5. Students found to be in violation of university regulations shall be formally charged by the Director of Student Life or his representative.
6. Room inspections for orderliness, cleanliness and/or damages do not necessarily constitute a room search. However, a resident's room, student's vehicle, student's personal belongings or the student may be searched when university officials have reason to believe a search is in order. Reasons to believe include searches to insure that all university policies are being observed at all times by students. Searches will include the opening of drawers, storage space, and other places where alcohol, drugs, tobacco products, pornographic materials, or other kinds of contraband or unauthorized materials might be hidden. The Student Life Staff will make periodic checks. The one inspecting may confiscate contraband that is openly visible and formal notice made of their findings by the Director of Student Life. Therefore, it can be used as evidence that might incriminate the student.
7. Any student may be searched physically by a university official.
8. The university reserves the right for a university official to enter any room at any time.

### **Solicitation**

Sales or solicitations of any kind are not permitted in the residence halls without specific written permission from the Director of Student Life.

### **Trash Disposal**

Trashcans are located in convenient places at the residence halls. No trash is to be swept into the hallways at any time. Clothes-drying racks may not be placed in the halls, walkways, or stairwells. Rugs may not be shaken or left in these areas.

### **Visitation**

Students are not allowed to visit in the residence halls occupied by the opposite sex. Violation of the university visitation policy is a major offense. The University does sponsor "special event" nights periodically throughout the year and offers designated resident hall common area visitation on a scheduled basis. Students may only visit in the designated common areas at times scheduled by the University. Guidelines for the "special events" and designated areas will be published and must be followed. The established code of conduct must be adhered to during sponsored and designated common area visitation.

Designated lounge areas can be used for visitation during scheduled time sponsored by the Office of Student Life. The university policy on public displays of affection will be enforced in these lounge areas. Unless entering approved residence lounge areas for visitation, students may not cross the curb areas enclosing the residence halls of the opposite sex. The university does not permit open visitation.

When dropping female students off at their dorms, male students may drive up to the front of Howard, Trustee, or Self; however, they must leave in a timely manner. It is not permissible to remain in a parked car for a prolonged period of time in these areas.

When dropping male students off at their dorms, female students may not drive past the entrance gates of Crusader Court. Male residents of Crusader Court, Georgia, or Marshall must be dropped off at the entrance gate for the Crusader Court area. Male residents living in Bruce, the Units, or Anthony may be dropped off either from the main road or in the Units' parking lot. It is not permissible to remain in a parked car for a prolonged period of time in these areas.

Persons of the opposite sex are allowed to drop off and pick up students at any house used by Residence Life. When picking up, the driver must remain in the drive-way and must leave in a timely manner. When dropping off, the resident must exit the car in a timely manner and the driver must leave in a timely manner. It is not permissible to remain in the driveway of a house for a prolonged period of time due to traffic flow needs.

Students of the opposite sex must not sit in any parked car anywhere on campus. When being dropped off at the resident halls or houses the person being dropped off must exit the car in a timely manner.

## STUDENT ACCOUNTABILITY

University regulations provide guidelines for college life. A student is expected to display an attitude in which cooperation, good judgment, and good taste are standards of life at the university. Regulations are designed to protect the interests and well-being of the student, his or her family, the university, and society. Disciplinary measures are designed to be corrective and beneficial to the educational development of the student. Students who withdraw must follow established procedure including clearances from Student Life, Academic Affairs, Registrar, Business Office, Financial Aid and Housing. **Any student who refuses to cooperate with university officials forfeits all rights as outlined in the Enlightener and may be removed from university property.**

Incident Reports will be issued primarily for students residing in the Residence Halls, but Incident Reports can be issued to any student or guest when the situation dictates. All students are expected to be knowledgeable of and respond properly concerning the information in the Enlightener.

### **Disciplinary Procedures**

When a student is charged with violation of the foregoing conduct regulations, which involves the question of responsibility leading to withdrawal or suspension, the student's case shall be in keeping with the procedures outlined below:

1. The Director of Student Life shall investigate the alleged violation thoroughly. The investigation of any offense may include a polygraph test or other form of truth test



should the Director of Student Life deem it necessary. If the use of truth testing is necessary, the student will be responsible for payment of the polygraph examination and any other charges that accompany the polygraph exam or other form of truth test unless exonerated.

2. The student will be asked to come for a conference with the Director of Student Life who will take appropriate action at that time.
3. The student who is determined to be culpable of a major offense must withdraw immediately or be suspended.
4. A student may appeal to a three member panel made up of the Vice-president for Student Life, Vice-President for Campus Ministries and Vice President for Academics action taken by the Director for Student Life only if the student feels the Director of Student Life has made an error in applying university policy or new information exists that could have bearing on the outcome of the incident. The student must appeal in writing within 24 hours. The written appeal must be given to the Director of Student Life.
5. The decision of the three member appeal panel shall be final.

### **Disciplinary Measures**

1. **Expulsion:** Permanent termination of student status. Students who are expelled are not allowed to return to the North Greenville campus or attend any activity or event sponsored by North Greenville University without written permission from the Director for Student Life.
2. **Disciplinary Suspension:** Students who have violated university regulations and policies in such a manner that it seems wise to sever their relationship with the university or students who do not seem to fit into the purpose and ideals of the university are suspended for a designated period of time of no less than one full semester. Students who are suspended are not allowed to return to the campus or attend any activity or event sponsored by North Greenville University without written permission from the Director for Student Life. Students must reapply to both Admissions and Student Life. A notation of this suspension is placed in their Student Life permanent record. Two suspensions result in a student's not being eligible to return for any subsequent semester.
3. **Disciplinary Withdrawal:** Students who are responsible for committing a major offense will withdraw from the university as previously agreed. A notation of the student's withdrawal will be placed in the Student Life permanent records. Students who withdraw for disciplinary reasons are not allowed to return to the North Greenville campus or attend any activity or event sponsored by North Greenville University without written permission from the Director for Student Life. Students under disciplinary withdrawal may not reapply until after at least one full semester has elapsed. Students must reapply to both Admissions and Student Life. Two disciplinary withdrawals result in a student's not being eligible to return for any subsequent semester.
4. **Forced Withdrawal:** Withdrawal from the academic course with which the offense occurred without credit for the course. A failing grade may be assigned.
5. **Disciplinary Probation:** A student on Disciplinary Probation is not in good standing with the university. Therefore, the student may not hold office in any organization or club,

represent the university (choir, athletic teams, etc.), or receive any honors or recognitions. This may accompany other disciplinary measures.

6. **Resident Termination:** Termination of the privilege to live in Student Housing and other residence life benefits.
7. **Resident Probation:** Student is not in good standing as a resident student and may forfeit all resident privileges upon the next occurrence of any rule violation.
8. **General Probation:** A very serious disciplinary measure with possible restrictions.
9. **Disciplinary Warning:** Notice to the student in writing that continuation or repetition of the conduct found wrongful will be cause for more severe disciplinary action. Time limits may be imposed.
10. **Censure:** Written reprimand for violation of specific regulation.
11. **Restrictions:** Denial of privileges.
12. **Restricted Hours:** Required campus hours that are strictly enforced. Students may be restricted from leaving campus for certain periods of time or certain hours.
13. **Assignment Failure:** A grade of zero (0) for the assignment for which the offense occurred.
14. **Course Failure:** A grade of "F" for the course in which the offense occurred.
15. **Fine:** Monetary amount to be charged a student. Fines may be imposed in addition to other disciplinary measures. A listing of basic fines is available in the Office of Student Life. Fines may vary based on the offense and prior disciplinary action.
16. **Work Hours/Community Service:** Assignment to a campus work detail for a set number of work hours to be completed within a specific time period.
17. **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate compensation for damages or services to repair. This may accompany other disciplinary measures.
18. **Counseling:** Student is required to attend counseling sessions.
19. **Parent/Guardian notification:** Notification of or sessions with the parent or guardian of the student. Parents or guardians may be notified of all disciplinary measures as a result of disciplinary action and will be notified in cases of probation, withdrawal, suspension, or expulsion from the university.

# PARKING AND TRAFFIC REGULATIONS

## 2016-2017 Parking Regulations

### Important Notice

Due to construction and policy changes at North Greenville University, North Greenville University Campus Security reserves the right to change or add to these Parking Regulations to better accommodate parking and traffic for students, faculty, staff and visitors at any time. Proper e-mail and other notices will be made before these changes take effect.

These regulations are applicable to all members of the campus community, including students, faculty, staff, and visitors.

### Parking Spaces

Below is a list of the different colored lines you will see on campus and what they mean.

- White Lines: student parking. Any student may park in this space so long as it is within a lot they are permitted to park in (for a detailed explanation of what permit type allows a student to park in what lots, see [Where can I park?](#)).
- Yellow Lines: faculty/staff parking. Students are not permitted to park in yellow spaces between 7:30am and 5:30pm. Students may park in yellow spaces from 6:00am until 7:30am or after 5:30pm. However, students are not allowed to leave their cars parked in yellow spaces after curfew (Sunday-Thursday: midnight, Friday-Saturday 1:00am).
- Blue Lines: state-mandated handicapped parking. Only those with state-issued handicapped permits, plaques, or license plates may park in blue spaces (note: an appropriate NGU-issued parking permit should also be displayed). Those with temporary medical permits issued by Campus Security are not allowed to park in state-mandated handicapped spaces (for questions about temporary medical permits, see [Where can I park?](#)).
- Red Lines/Curbs: fire lanes and no-parking zones. No parking is permitted in zones with red lines or curbs. Those who choose to park in red line areas will be ticketed.

### Special Reserved Spaces

There are several special reserved spaces around campus. These spaces are marked with a sign and are unavailable for students, faculty, staff, or visitors at all times. These spaces include, but are not limited to:

- Dr. Pannell's (Interim President's) Space
- Chairman of the Board of Trustee's Space
- Marked spaces at Younts Football Stadium
- Spaces reserved for Student Life employees in the dorm areas (marked by yellow lines and/or signs)

### **Visitor/Guest Spaces**

There are several spaces around campus that are reserved for visitors and guests to specific facilities, such as in front of Hayes Ministry Center and Turner Chapel. These spots are reserved only for off-campus visitors/guests of those departments and are unavailable to students, faculty, and staff at all times.

### **Chapel Speaker Spots**

The Chapel Speaker Space is reserved for the Chapel Speaker on Monday and Wednesday mornings. All other times, this space should be treated as a visitor or guest space.

### **Purchasing a Parking Permit**

All students, staff, and faculty members are required to have a parking permit.

### **Faculty and Staff**

Permits are available for faculty and staff members at no charge at the Campus Security office. Faculty and staff members may have as many permits as needed.

### **Students**

Students are required to purchase a parking permit each school year. Permits are issued from August 1 of the first calendar year (i.e. 2016) through July 31 of the second calendar year of the school year (i.e. 2017). At this time, single-semester or half-year permits are not available.

There is a parking permit fee of \$65.00. Students who wish to have two cars on campus may do so, but must purchase a second permit at the Campus Security Office. The charge for a second permit is \$10.00. If two students are members of the same household, they may purchase a primary permit for one student for \$65.00 and the other a secondary permit for \$10.00. Students wishing to purchase two permits in this manner must either be siblings residing in the same home or married students. Any student under 18 years of age at the time of enrollment must discuss the parking regulations with a parent or guardian at the time a permit is purchased.

If a student wishes to purchase his or her permit with a credit or debit card, visit <https://www.permitsales.net/NGU>. If a student is unable to purchase his or her permit with a credit or debit card, a parking permit may be purchased with cash or check at the Campus Security Office located at 23 Wingo St. (behind Todd Dining Hall).

If a student serves as a Resident Assistant ("RA") or Resident Coordinator ("RC"), he or she is entitled to one free permit. If an RA or RC wishes to have two vehicles on campus, a second permit may be purchased for \$10.00.

Student vehicles with a North Greenville "NU" vanity license plate (see picture) are required to register their vehicles with Campus Security and are entitled to receive one free parking permit.

By purchasing or accepting a permit, a student is acknowledging that he or she understands and agrees to abide by the parking regulations. Furthermore, he or she agrees that failure to obey regulation will result in a ticket for which he or she will be financially responsible.

In the event a student is unable to purchase a permit due to financial difficulties, a student may bring documentation of that difficulty to the Campus Security Office in order to make other arrangements for purchasing a parking permit. All requests will be reviewed on a case-by-case basis.

### **Where Can I Park**

Please find your permit type below to determine where you may park on campus.

#### **Green Parking Permits**

Green permits are issued to all commuter students. Students with a green permit may park in parking lots marked with corresponding color. Green lots include the Commuter Lot around and behind the Averyt-Wood Classroom Building and Hayes Ministry Center, Tigerville Baptist Church Lot, Tuttle Clinic Overflow Lot, and the general overflow area of the Self/Trustee/Horton-Tingle/Emery Lot. Note that vehicles with green permits are not allowed to be left on campus later than curfew (Sunday-Thursday midnight, Friday-Saturday 1:00am) without making prior arrangements with Campus Security.

#### **Yellow Parking Permits**

Yellow permits are issued to the resident students living in Units A-G, Bruce, Jr. Howard, Cline, Hartness, and Anthony Residence Halls. Students with yellow permits may park in parking lots marked with corresponding color in the Bruce Lot, any white spaces on Taylors Street, the white spaces of the "Old Tennis Court" Lot, and the general overflow area of the Self/Trustee/Horton-Tingle/Emery Lot.

#### **Purple Parking Permits**

Purple permits are issued to the ladies living in Self, Trustee, Horton-Tingle, Emery, Roberson, Simpson, Howard, Brashier, Vandiver, and Martin Residence Halls. Students with a purple permit may park in parking lots marked with corresponding color. This includes the white spaces in the small lot between Howard, Self, Trustee Residence Halls, the Roberson Lot, the Self/Trustee/Horton-Tingle/Emery Lot, the white spaces in the lot in front of Younts Fitness Center, and the white spaces circling the Brashier Apartments.

#### **Grey Parking Permits**

Grey permits are issued to the male residents living in Crusader Court, Marshall Res. Hall, and Georgia Res. Hall. Students with a Grey parking permit may park in the white spaces in the Crusader Court Lots, the Georgia Res. Hall Lot, the Crusader Court Overflow Lot at the Crusader Court entrance to Younts Stadium.

### **Red Parking Permits**

Red permits are issued to male residents living in the housing areas on Blackwell Drive and West Crain, Students with Red permits may park in the parking areas around their respective houses and in Orange parking zones.

### **Blue Parking Permits**

Blue parking permits are issued to residents of Foster Circle, Male and Female Chinquapin Houses, and the Wood Houses. Students with a blue permit may park in parking lots marked with corresponding color.

### **Orange Parking Permits**

Orange permits are issued to residents of McKinney House and the Tigerville Duplex. Students with an Orange permit may park in parking lots marked with corresponding color.

### **Black Parking Permits**

Black permits are issued to all graduate school students. Black permits are allowed to park at the graduate facilities at the Fairview Campus, the Brashier Campus, and the new graduate facility in Greer.

### **DE (Dual-Enrollment) Parking Permits**

DE permits are issued to dual enrollment students. Students with DE permits may park in the same areas designated for those with green permits.

### **Faculty/Staff Parking Permits**

Faculty/Staff permits are issued to part-time and full-time faculty and staff members of North Greenville University. Faculty and staff with a Faculty/Staff permit are allowed to park in yellow spaces convenient to the building in which they work.

### **Motorcycle Parking Permits**

Students who wish to have a motorcycle, "street legal" dirt bike, moped, or motorized scooter on campus must purchase a motorcycle permit. The cost of a motorcycle permit is \$65.00 if it is your primary vehicle or \$10.00 if it is your secondary vehicle. Motorcycles must obey all parking and traffic regulations and should be parked in the student's designated area (for example, a male student living in Crusader Court should park his motorcycle in the CC parking areas or a female commuter should park her motorcycle in C parking areas). At this time, motorcycle permits are not available for purchase online, but can be purchased directly from the Campus Security office by cash or check.

### **Temporary Medical Parking Permits**

Blue permits are issued to students with a temporary or permanent medical condition or issue who do not otherwise qualify for a state-mandated handicapped parking permit, plaque, or tag (such as a broken foot, a temporary illness, etc.). Students wishing to obtain a blue permit may do so by bringing a note from their doctor to the Campus Security office and applying for one. (Note: a blue permit does not negate the need for a current year permit.) Students with a blue

permit may park in any legal yellow or white space convenient to the buildings they need to use. However, students with a blue permit may not park in the state-mandated handicapped parking spaces.

### **Temporary Parking at the Student Center**

The white spaces at the bottom of Student Center Drive are reserved for student parking. From 8:00 am to 5:30 pm Monday through Friday student vehicles are permitted to park in these spaces for no more than 1 hour at a time. Any car parked in the spaces longer than an hour are subject to fines.

### **Campus Visitors**

Faculty, staff, and students who wish to bring a visitor onto campus are responsible for assisting that guest in finding appropriate parking and securing an appropriate parking pass for his or her visitor.

### **Short-Term/Day Visitors**

Short-term visitors/day visitors (those who will not be staying on campus overnight) should come by the Campus Security office and ask for a temporary permit. Visitors may park in any lot designated for Commuters or in front of the residence hall in which the student they are visiting resides.

### **Overnight Visitors**

Overnight visitors should obtain and fill out the Campus Guest Request form from the Office of Student Life. On this form, you will find a section labeled *Guest Vehicle Copy*. This portion should be placed on the dash on the driver's side of the guest's vehicle and will serve as his or her parking pass while on campus. Guests should park in the dorm area where they are staying.

### **Tickets Issued by Campus Security**

The North Greenville University Campus Security Department is authorized to enforce both campus policy and state law on the property of the university (Ch. 18, Title 40, South Carolina Code). Campus Security is authorized to issue both "campus tickets" and South Carolina Uniform Traffic Tickets ("blue tickets").

### **Permit Regulations**

All parking permits (with the exception of temporary or temporary medical permits) must be adhered to the windshield of the vehicle for which it is registered. Students' permits should be placed on the front windshield on the driver's side at the bottom and the rear windshield on the driver's side at the bottom. Please see the illustrations below.



Faculty/Staff should receive one permit instead of two. Faculty/staff permits should be adhered to the front windshield on the driver's side at the bottom (see above illustration). Note that Faculty/Staff permits are "cling" permits that adhere to the inside of the windshield.

When a student's permit order processes, the student will receive an email confirmation. Within that email there will be a link to print a temporary parking permit. Students should immediately print this temporary permit and place it on the driver's side dash facing outwards. This will be used in place of a permit until the actual permit arrives by mail at the address chosen by the student.

If a student has a leased vehicle and is not permitted to place stickers on the vehicle, he or she should contact Campus Security for advisement on alternative parking permit placement.

### **Driving Regulations**

The campus-wide speed limit is 15 miles per hour (MPH).

Obey all traffic signs and traffic laws of the state of South Carolina.

Watch for and yield right-of-way to pedestrians.

Students are not permitted to drive on Lakeview Rd. (the gravel road from the Maintenance Building to the back of Crusader Court).

Please be aware that most of Taylor St. is a one-way street (from the intersection of Taylor St. and Wingo St. to the back of Neves Building). The only exception to this is after curfew (Sunday-Thursday: midnight, Friday-Saturday: 1:00am) due to the Back Gate being locked. If the Back Gate is locked, students must travel up Taylor St. towards Wingo St. in order to exit the campus.

### **Bicycle Regulations**

North Greenville University has the authority to enforce the bicycle traffic laws of the state of South Carolina. For applicable bicycle laws, see South Carolina Code Sections 16-13-80, 16-21-70, 56-5-150, 56-5-160, 56-5-710, 56-5-3230, 56-5-3430, and 56-5-3490. Per section 56-7-10, Campus Security may issue State Uniform Traffic Tickets ("blue tickets") for bicycle violations.

### **Other Regulations and Considerations**

There will be a grace period of five (5) class days at the beginning of each semester for students to make arrangements to obtain their parking permit. After the first five (5) days of the semester, Campus Security will begin issuing tickets for no permit or expired permit.

Students are responsible for where their vehicle is parked. If a vehicle is lent to another person, the owner of the vehicle assumes all responsibility for compliance with the parking regulations.



From time to time, it is necessary that a lot or portion of a lot be closed due to special events, visitors on campus, construction, weather-related issues, or other situations. If certain spaces or sections of a lot or lots are unavailable, they will be marked with traffic cones. Do not remove cones for any reason, including parking in a spot where a cone is or to drive through an area a cone is blocking. Doing so will result in a citation.

There are several roads and streets on campus that are one-way streets. Vehicles parked facing the wrong way on a one-way street are illegally parked and subject to be ticketed.

## **Ticketing, Boots, Towing, and Appeals**

### **Ticketing**

Below is a description of the types of “campus tickets” issued by Campus Security. Note that certain tickets can be issued even if there is no vehicle involved (see J, W, and AA)

<b>Ticket</b>	<b>Description</b>	<b>Fine</b>
A. Parking out of assigned space	This ticket is issued to a vehicle found to be parked out of its assigned area (i.e. a vehicle with a CC permit parked in a C area).	\$20.00
B. Parked in Faculty/Staff parking	This ticket is issued to student vehicles found to be parked in Faculty/Staff spaces at times other than when is legally permitted.	\$20.00
C. Overnight parking	This ticket is issued to vehicles found to be parked out of assigned area or left on-campus without permission after curfew (Sunday-Thursday midnight, Friday-Saturday 1:00am).	\$20.00
D. Parked on sidewalks or grass	This ticket is issued to vehicles found to be illegally parked on sidewalks or grass areas.	\$20.00
E. Expired NGU parking permit	This ticket is issued to vehicles that display an expired NGU permit but no permit for the current term.	\$65.00
F. No NGU parking permit	This ticket is issued to vehicles not displaying NGU parking permit.	\$65.00
G. Improperly displayed permit	This ticket is issued to vehicles found to have an NGU permit, but it is improperly displayed (i.e. only placing one of the two stickers on the vehicles or laying the stickers on the dash).	\$65.00
H. Fraudulent use of NGU parking permit	This ticket is issued to vehicles found to be using a permit not in accordance with NGU permit regulations (i.e. a counterfeit or two vehicles “sharing” a permit).	\$50.00
I. Unauthorized use of state-mandated handicapped space	This ticket is issued to vehicles found to be parked in state-mandated handicapped parking spaces without proper display of a handicapped permit, tag, or placard.	\$50.00
J. Removing a traffic cone or sign	This ticket is issued to students who remove a traffic cone or sign placed by Campus Security or the SCDOT. This ticket may be assessed per cone or sign moved (i.e. moving three (3) cones may result in three (3) tickets).	\$20.00
K. Blocking entrance to building or dorm	This ticket is issued to vehicles illegally parked so as to block or impede the entrance to a building or dorm.	\$20.00
L. Fire lane violation	This ticket is issued to vehicles found to be parked in or blocking access to a fire lane.	\$100.00

M. Speeding: 1-18 miles per hour over the limit	This ticket is issued to drivers found to be driving between 1 and 18 MPH in excess of the 15MPH campus-wide speed limit.	\$50.00
N. Speeding: 19 or more miles per hour over the limit	This ticket is issued to drivers found to be driving 19 or more MPH in excess of the 15MPH campus-wide speed limit.	\$85.00
O. Driving too fast for conditions	This ticket is issued to drivers who drive at a speed deemed to be unsafe for present conditions (i.e. snow/ice or heavy foot traffic in the area).	\$35.00
P. Reckless driving	This ticket is issued to drivers found to be driving recklessly, irresponsibly, or with disregard to their personal safety or the safety of others.	\$35.00
Q. Failure to obey traffic signs	This ticket is issued to drivers who fail to obey posted traffic signs (i.e. running a stop sign or ignoring a one way sign).	\$25.00
R. Failure to yield right of way	This ticket is issued to drivers who fail to yield right of way (i.e. at a four-way stop).	\$20.00
S. Driving the wrong way	This ticket is issued to students who are driving in the wrong direction on posted one-way streets or passages.	\$30.00
T. Failure to give proper signal	This ticket is issued to drivers who make a turn without giving proper signal.	\$15.00
U. Malfunctioning or defective equipment	This ticket is issued to drivers with malfunctioning or defective equipment on the vehicle (i.e. a brake light that is burned out).	\$15.00
V. Failure to wear a seatbelt	This ticket is issued to drivers or passengers who are not wearing a seatbelt.	\$15.00
W. Failure to obey a school official	This ticket is issued to students who refuse to obey the lawful command of a school official (i.e. entering a building after being told not to do so).	\$50.00
X. Failure to present ID, driver's license, registration, or proof of insurance	This ticket is issued to those who are unable to or refuse to provide a Campus Security officer with a valid ID, driver's license, registration card, or proof of insurance upon issuance of a lawful request.	\$20.00
Y. Boot removal fee	This ticket is issued to vehicles who students who have three (3) or more unpaid citations. A boot will be placed on the vehicle and will not be removed until all tickets are paid.	\$65.00
Z. Court fee	This ticket is assessed on those who make an unsuccessful appeal in Traffic Court. It is similar to the Court Fees assessed by municipal courts for unsuccessful appeals.	\$10.00
AA. Dumping trash/littering	This ticket is issued to those found to be disposing of waste, whether intentionally or unintentionally, anywhere other than an approved bin (i.e. trash blowing from the uncovered bed of a pickup truck or leaving trash behind after a bonfire).	\$20.00
BB. Boot tampering fee	This ticket is issued to vehicles that have been booted and the boot has been tampered with or damaged.	\$600.00

Students may pay tickets any time with a debit or credit card by visiting <https://www.permitsales.net/NGU>. Students may pay a ticket with cash or check at the Campus Security office Monday-Friday from 7:00am-5:00pm.

Students who pay their ticket within five (5) days of issuance will be given a discount of five dollars (\$5). Please note that the day the ticket is issued is counted as “day one” and this is five (5) calendar days, not business days (i.e. if a ticket is issued on the 14<sup>th</sup>, the 14<sup>th</sup> is “day one” and the ticket must be paid by the 18<sup>th</sup> to receive the \$5 discount regardless of whether the 18<sup>th</sup> falls on a weekend or holiday).

All tickets are due ten (10) calendar days after issuance. Students who do not pay their ticket within ten (10) days of issuance will be charged a ten dollar (\$10) late fee. Please note that the day the ticket is issued is counted as “day one” and this is ten (10) calendar days, not business days (i.e. if a ticket is issued on the 14<sup>th</sup>, the 14<sup>th</sup> is “day one” and the ticket must be paid by the 23<sup>rd</sup> to avoid the \$10 fee regardless of whether the 23<sup>rd</sup> falls on a weekend or holiday).

Students who do not have sufficient funds to pay a ticket should contact [Parking.Permits@ngu.edu](mailto:Parking.Permits@ngu.edu) in regards to making alternate arrangement for payment as soon as he or she becomes aware of the ticket.

### **Booting**

Vehicles with three (3) or more unpaid tickets are subject to being booted. Boots will not be removed for any reason until all tickets are paid. If a boot is tampered with or removed by anyone other than North Greenville University Campus Security officers, a \$600 boot tampering fine will be assessed (see 2 on table above). Tampering includes, but is not limited to:

- Removing the wheel on which the boot was placed
- Driving the vehicle while the boot is attached/running over the boot
- Attempting to pull the boot off of the wheel

### **Towing**

North Greenville University reserves the right to have a vehicle towed. This includes, but is not limited to, circumstances of repeat or severe violations or the vehicle constitutes a serious hazard, impedes traffic or operations, is blocking access to a fire lane, or has been abandoned. The owner of the vehicle is responsible to the towing company for any and all costs or charges related to towing and any damages incurred as a result of towing. Costs and charges may include, but are not limited to, towing fees, storage fees, administrative costs, etc. Neither North Greenville University nor Campus Security is in any way liable for any damages or costs.

### **Appeals**

Students who feel they were inaccurately ticketed may submit a written appeal online at <https://www.permitsales.net/NGU>. The ticket will be reviewed by a Campus Security official and determine the final disposition of the citation.

### **Penalties for Failure to Pay Tickets**

No student who is delinquent in paying a traffic fine will be permitted to represent the university in any official or assigned capacity. This includes, but is not limited to: athletics, organizations,

choral or band groups, and club participation. In accordance with *The Enlightener*, a ticket is delinquent if it has not been paid within 14 days of the ticket's issuance.

**No student will receive their exam pass if he or she has unpaid parking tickets or fines.**

## **Common Issues with Permits**

### ***I ordered my permit, but it never came. What should I do?***

Please allow two weeks from your order date for your permit to arrive by mail. If you have not received your permit within that two-week window, check that you received an email confirming your order. If you did not receive a confirmation email but believe the order went through, call Campus Security so that we can check our records. If your order did process but your permit has not been received, you will be issued a new permit.

### ***What if the permit I receive does not match my housing assignment?***

#### ***What if my housing assignment changes?***

From time to time, computer errors, changes to housing assignments, or other circumstances result in a student being issued the wrong permit type. If you receive a permit different than that which is listed above for your residence assignment, please come by the Campus Security office and bring the errant permit. There is no charge for permit reassignment.

### ***I am borrowing a car from my parents, grandparents, friend, etc. What do I need to do?***

If you will be bringing a borrowed car onto campus on a temporary basis for any reason, you will need to come by the Campus Security office and register for a temporary parking pass. If you have already purchased a permit for the current year, temporary passes are available for any amount of time needed. If you do not normally have a car on campus and therefore have not purchased a permit, but will have a car on campus for a temporary time period, you will be issued a temporary parking pass. However, students who have not purchased a parking permit for the current year will not be issued temporary passes whose combined issuance exceeds 2 calendar weeks in any academic year. If a student will have a vehicle on campus for more than 2 weeks of the academic year, he or she must purchase a parking permit.

## **Campus Security Hours of Operation**

Campus Security is open twenty-four hours per day, three hundred and sixty-five days per year and can be reached at (864)977-7777.

Our administrative offices are open Monday-Friday 8:00am-5:00pm to address issues with permits, parking tickets, records requests, and other administrative functions. The administrative office is closed in accordance with university holidays (Spring Break, Fall Break, Christmas Break, etc.).

# TUTTLE CLINIC POLICIES

The University employs a full-time medical staff that provides health services through the Tuttle Clinic. Students needing medical assistance can go to the clinic during posted clinic hours. If a student feels they are too sick to visit the clinic, the student can call Student Life at 7121 and Student Life will assist them in getting immediate medical attention. During the evening hours and on weekends, students need to call Campus Security at 7777 and they will contact Student Life. Students must pay a \$35 per semester fee in order to see the doctor.

## Health Services Objective

Provide professional and confidential care concerning health issues.

## Health Center Policies

All students must have a completed health form on file in Tuttle Clinic.

Students with incomplete or nonexistent files will be denied final registration or class attendance.

1. All students must provide documentation of Tetanus or Td, Tdap is preferred, OPV/OPI (4)( Polio), MMR (2) (measles, mumps and rubella), Tuberculin skin test (TB) within the last year, Meningitis Vaccine, Hepatitis B- 3pediatric doses or 2 adult doses
2. The student is required to complete and return the health form. If a student has any health problems, the student must have an interview with the medical staff to plan the student's health care.
3. Students are to observe the Health Center hours, but emergencies are to be reported immediately. Parents/guardians of students who are deemed to need care and refuse such may be notified immediately by the university.
4. Any illness should be reported to the university medical staff prior to the students' classes that day. If illnesses occur during the day, the student must report to the clinic immediately in order for the staff to evaluate the health situation and determine appropriate care.
5. The medical staff is not responsible for any medication that does not go through the Health Center.
6. The medical staff is not responsible for the misuse of any medication or the failure of a student to comply with medical advice received.
7. Primary health care is provided for the student at the Tuttle Clinic located on campus. Should a student receive medical services elsewhere, the student is responsible for charges incurred. Transportation to and from medical services off campus is the responsibility of the student being served.
8. Students in an unstable condition or in an unsafe condition to be carried by car must be transported by EMS. Students should have a copy of insurance card or know the name of the insurance company to tell the doctor's office. The university is not responsible for

- medical bills incurred by students.
9. If a student is ill, the medical staff will determine whether the student may remain in the residence hall or be sent home.
  10. The student is responsible for obtaining routine medical assistance and for follow -up medical care.
  11. Notification for class absences may be given by university medical staff prior to non-attendance. If a serious illness was cause of absence without prior medical approval, the clinic staff will attempt to verify the illness and decide if an absence note is appropriate.
  12. When a student has health problems and is seen by a physician, other than the university doctor, the student should report to the university medical staff regarding the findings.
  13. Students are required to leave a deposit for any equipment used from the clinic. The deposit will be dependent upon the equipment needed. If not returned the student will lose the deposit and be charged the replacement price of the equipment.
  14. If the medical staff is not on duty, an alternate plan has been set up for emergencies. The alternate plan includes contacting:
    - a. Student Life Staff including your RA or coordinator, or Public Safety Staff.
    - b. Calls may also be made to First Response and to 911, EMS. Emergency services are available at Hospital in Greer and North Greenville Emergency Room in Travelers Rest. **Notify Public Safety if a 911 call is made.**
    - c. Additional procedures are established under Health Services. See directly below.
  15. Except in cases of emergency, students must come to the Clinic for treatment.

### **Health Services Procedures**

1. Students needing medical assistance can go to the clinic during posted clinic hours.
2. If a student feels they are too sick to visit the clinic, the student must call Student Life at 7121 and Student Life will assist them in getting immediate medical attention.
3. During the evening hours and on weekends, students need to call Public Safety and they will contact Student Life.
4. Self-care including visit to physician, private medical care clinic, or emergency room.

# DINING HALL POLICIES

All rules of courtesy that apply to gracious living should be observed in the dining hall. Students should be appropriately dressed for all meals. Students must wear shoes to be served. Other policies that shall be followed are:

1. No person shall be permitted to enter the dining hall without an ID card. If an ID card is lost, the student must get another one from the Student Life Office. Students have unlimited access to the dining hall during regular operating hours, however they must swipe their ID card each time they enter the Dining hall.
2. Students may enter only through the main entry door and exit only through the exit door.
3. Indulging in loud, boisterous behavior or throwing food is not permitted. Violation may result in expulsion from eating in the dining hall.
4. Students are not allowed to take out dishes or utensils from the dining hall. Students are not allowed to bring pitchers, thermoses, or large cups into the dining hall for drinking purposes.
5. Carry out containers are available at the cashier station and will be provided as needed. An additional card swipe will be required to receive the take out option. In case of illness, carryout trays for others are available. To obtain one the nurse must be notified. Only the nurse can order a take-out tray on Monday-Friday. On weekends the resident coordinator must call the cafeteria. ID's must be presented to either the nurse or the resident coordinator.
6. Students will not be served after the serving line is closed.
7. No students are permitted in the kitchen owing to insurance regulations.
8. In order to maintain a place in line, a person must stand in line after the front door is open. Breaking line is not permitted.
9. Seconds will be available at all meals with the exception of the premium entree served on special nights. If seconds are desired, please consider those who have not yet been served, and go to the end of the line. Remember, wasted food increases the cafeteria cost, which will increase the cost to students. Please help us keep costs to a minimum.
10. Proper attire must be worn in the dining hall. No one will be permitted to enter the cafeteria without proper dress.
11. If a student redeems a meal equivalency at the 63/64 Crusader Grill, they will not be permitted to enter the Dining hall until the next meal period. If a student swipes to enter the Dining hall during Lunch or Dinner, they forfeit meal equivalency at the 63/64 Crusader Grill for that meal period, including late lunch.

Violation of any policy will cause disciplinary action

# INFORMATION TECHNOLOGY SERVICES POLICY

By using the technology provided at North Greenville University, you agree to abide by the following policies for acceptable use.

## **Network Acceptable Use**

The NGU network must not be used for any activity that does not support the mission and purposes of North Greenville University. If a particular usage is not in the best interest of the University, or if it does not support the University's mission and purposes, then it must not be performed.

1. Deliberate disruption of NGU technology resources is expressly prohibited, including any action intended to disrupt system services, user accounts, network performance, Internet access or any other technology resources.
2. Students must not make any unauthorized copies of copyrighted software. Software provided by NGU is purchased under software licensing agreements that place legal restrictions on their use and copying.
3. The NGU network must not be used for any unlawful purposes. Specifically, resources must not be used by anyone to transmit threatening, obscene, harassing, or pornographic materials. Any attempts to penetrate a remote site without proper authorization are strictly forbidden.
4. Students must not intentionally seek information about, browse, copy, or modify files or passwords belonging to other students. Students must not attempt to decrypt or translate encrypted material not intended for them or obtain system privileges to which they are not entitled. If a network security exposure is encountered or observed, it must be reported to Information Technology Services (ITS) immediately.
5. The use of p2p (peer-to-peer) "file sharing" applications is strictly prohibited. First, Copyright infringement is illegal and subject to federal and civil prosecution. Second, a large percentage of files being downloaded are indecent, obscene, and a violation of the University's mission and purpose as a Christian institution. Third, the excessive traffic generated by file sharing applications is wasteful of network resources, causing significant problems for all network users.
6. Students are strictly prohibited from attaching any wired or wireless "network device" to any campus network connection that functions as a bridge or routing device. Such network devices include routers, switches, bridges, access points, and any printer or streaming device that functions as a bridge or router. With the exception of end-point wired hubs, wireless printers, or wireless streaming devices (which students may install in their rooms as needed), the installation and configuration of any network devices on the University's network is solely the responsibility of the ITS department.
7. Students may not run any network services (e.g., DHCP, DNS, WINS, FTP, NAT, etc.) via any kind of file server or web server or host any Internet-based services on a computer or laptop.



8. Students may not circumvent firewall or Internet filtering functions by using tunneling or proxy server techniques.
9. The University provides wireless service across campus, including all computer labs, classrooms, and residential buildings. If anyone other than an authorized employee installs an unauthorized or unregistered device on the campus network, such device will be confiscated and the offender will face applicable disciplinary sanctions.
10. Students must not create or willfully disseminate computer viruses. Students must install anti-virus software on their desktops or laptops and must take adequate steps to ensure that virus signature/update files are maintained and updated regularly.
11. Students must regularly (at least once a month) apply operating system patches as provided by the OS vendor (Apple, Microsoft). Assistance in applying OS patches can be obtained from the ITS Helpdesk.
12. Students need to be aware that there are federal, state, and sometimes local laws that govern certain aspects of computer and telecommunications use. Students are expected to respect these laws and to observe and respect University rules and regulations.
13. Any questionable use must be considered "not acceptable." In cases where it may be necessary to request an exception to any of these policies, such requests must be submitted in advance to the ITS Department for review and possible approval.

### **E-Mail Acceptable Use Policy**

E-mail services are provided by NGU and should be used to support the mission and purposes of the University.

1. E-mail services may be used for incidental personal purposes provided such use:
  - a. Does not directly or indirectly interfere with the operations or e-mail services of the University
  - b. Does not burden the University with noticeable incremental cost
  - c. Does not interfere with the e-mail user's employment or other obligations to the University.
2. Students are not permitted to send e-mail solicitations and must not forward e-mail chain letters to any person, on or off campus, except to forward a message to the ITS Department.
3. Only authorized employees may send broadcast e-mail messages. Unauthorized users are specifically prohibited from using the University's Address Book to harvest e-mail addresses for bulk e-mail purposes. Requests to send broadcast e-mail messages may be submitted to Student Life.
4. Students should be aware of the following:
  - a. E-mail is less private than users may anticipate.
  - b. Deleted e-mail may persist on backup facilities and thus be subject to disclosure under state and federal law.
  - c. E-mail stored on University equipment, whether or not created on University equipment, constitutes a University record subject to disclosure.
  - d. The University cannot protect users from receiving all e-mails they may find offensive.

- e. Students are strongly encouraged to use the same personal and professional courtesies and considerations in e-mail as they would in other forms of communication.

### Internet Acceptable Use Policies

High-speed Internet services are provided by NGU and should be used to support the mission and purposes of the university.

1. Web site filtering is performed to block Internet sites that are offensive, malicious, bandwidth intensive, illegal or unethical. Web sites in categories that will be blocked include but are not limited to the following: adult content, gambling, hacking, audio/video streaming, pornography, tastelessness, sexuality and violence.
2. It is a violation of the Internet Acceptable Use Policy for any student to bypass or attempt to bypass the Web content filtering controls used on the NGU network.
3. If a particular website is blocked and a student needs access to this site as part of their approved academic purposes, a request to unblock the site must be sent to the ITS Helpdesk by the student's professor. Requests will be considered on a case-by-case basis.
4. The Director of ITS will review the request and ultimate approval to unblock a site will come from the Vice President for Academics.
5. Gaming is restricted to evening and weekend hours only. Students are advised to use wired connections to gain maximum performance and preserve wireless bandwidth for other purposes. Students must not attempt to bypass content filtering or band restrictions for the purpose of playing games that violate the University's content policy or supported hours

# INTELLECTUAL PROPERTIES POLICY

## Purpose

North Greenville University is committed to fostering an environment that supports the teaching, learning, scholarship and other creativity of its faculty, staff, and students. Thus, the intellectual Property Policy covers all types of intellectual property, including works protected by copyright and patent and trade secrets.

## Definitions

1. **Intellectual Property.** Intellectual Property includes creative ideas and other expressions of human ingenuity that receive the legal protection of a property right. Expressions of Intellectual Property include any copyrightable material, trade secret, or patentable invention. It also includes creations, works of art, or inventions that might be normally developed on a proprietary basis.
2. **Creator.** Creator signifies any person (s) who create an item of intellectual property.
3. **Substantial use.** Substantial use of University facilities means the use of University facilities, personnel, equipment and other resources, to an extent greater than that which

occurs in the normal and regular course of one's undertaking to perform and carry out the task for which one has been employed, or which is greater than the use afforded to students in the regular course of their studies. The use of University equipment or other resources is deemed "substantial" when it entails a level or kind of use not normally available to virtually all of the faculty, staff, and students. Incidental use of a University facility does not constitute substantial use—the facility must be important to the creation of an intellectual property.

### **Intellectual Property Types**

Types of intellectual property also include (1) internally sponsored works; (2) externally sponsored works; and (3) substantial use of University facilities.

1. **Internally Sponsored Work.** Internally sponsored work refers to work for which the University provides funds or other facilities that rise to the level of substantial use. When the university provides funds or other facilities in the generation of a particular project to the extent of substantial use, it may also choose to declare itself the owner of the intellectual property resulting from the project. The University by way of the Executive Council will provide in writing in advance the disposition of any intellectual property rights arising from a proposed project. Any proposed project must be approved in advance through normal University channels with final approval to be given by the Executive Council.
2. **Externally Sponsored Work.** Externally sponsored work refers to work conducted under an agreement between an external sponsor and the University that also specifies the ownership of such intellectual property in the agreement.
3. **Intellectual Property Created within the Scope of Employment.** In cases where University employees are specifically asked to create a particular intellectual property, such property shall be owned by the University if said intellectual property was not produced within the normal scope of their employment. Faculty are presumed not to be hired to produce a particular intellectual property. Computer programs generated on the job by faculty and staff computer programmers fall under this provision. Material created for ordinary teaching use in the classroom and in departmental programs, such as presentations, syllabi, assignments, class notes, and tests shall remain the property of the faculty author, but institutions shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty authored syllabi and course descriptions.
4. **Individual Agreements.** Intellectual property that is the subject of a specific agreement between creator (s) and the University shall be owned as provided in the said agreement.
5. **Other intellectual Property.** Intellectual property created by University staff employees and students not within the scope of employment, not by agreement, and not internally or externally sponsored, shall be owned by the University if the creation involved substantial use of University facilities: if there was no substantial usage, then the creation will be owned by the creator. Prevention of unauthorized use of University facilities is the rationale for this provision.

6. **Consulting Agreements.** Work performed by individuals who serve as consultants to outside entities is not to involve substantial use of University facilities, and the rights to any intellectual property created under consulting agreements are retained by the outside entities or the individual as specified by the terms of the agreement. A member of the University community engaged in business or consulting work is responsible for ensuring that the provisions and work in the agreement do not conflict with the University's mission and values, are not in conflict with the University's policies concerning other employment, and do not prevent the University employee from fulfilling his or her responsibilities to the University. A creator of intellectual property should make his obligation to the University clear with those whom he or she makes such agreements and should also ensure that outside entities are provided with a current copy of the University's intellectual property policy. No member of the University will represent themselves to be, nor will they act in a manner which would reasonably cause another to conclude that they are agents of the University and thereby authorized to act on behalf of the University in dealings with outside entities in regard to dealings regarding contracts, grants, sponsored research, or other undertakings.

### **Policy Provisions**

The creator (s) of any intellectual property that might be owned or is owned by the University under this policy is required to make a written disclosure of the work to the University's President in a reasonably prompt time. Furthermore, said creator (s) are to execute any document deemed necessary to perfect legal rights in the University and enable the University to file copyright applications and patent applications when appropriate. The above-mentioned disclosure to the President should be made at the time when legal protection for the creation is contemplated, and it must be made before the intellectual property is used for profit, sold, or disclosed to the public. Regular records should be kept by all persons engaged in such creative activity whenever legal protection for the creation is contemplated.

### **Distribution of Funds**

In cases where the University exerts ownership, the distribution of monetary proceeds from applicable intellectual property shall be distributed as follows:

- Creator—25%
- University—75%

The University's share of proceeds under this policy will be used to reimburse the University for its expenses for commercial development of intellectual policy. Any additional returns will be used to further the purposes of the disciplines of the entire University. Faculty, Staff, and students retain the right to all royalties resulting from the publication of their scholarly works.

### **Dispute and Emerging Issues Resolution**

This policy constitutes an understanding which is binding on the University and on the faculty, staff, and students upon whom it is effective. Questions regarding emerging issues and disputes will be addressed by the Intellectual Property Adjudication Committee, the members of which are appointed by the President. The Intellectual Property Adjudication Committee will

consist of a chair who is a staff member at the Vice Presidential level, two members of the University faculty, and two other members representing respectively the University administration. The committee will use the guidelines set forth in this policy to decide upon a fair resolution of any dispute. Disputes are resolved by submitting a grievance letter to the Intellectual Property Adjudication Committee, which shall issue a decision within 60 days.

## POST OFFICE

On-campus Post Office Services are available for internal use. Resident and Commuter students are assigned individual post office box numbers. Mail will not be delivered except to the assigned student post office box. Packages too large to be placed in the student post office box may be picked up at the NGU Post Office window during operational hours only.

Student mail is in their box by noon each day. We do not give mail out through the package pick-up window. The post office staff will only give mail to whom the mail is addressed. Each student is expected to use combinations to access his mailbox. Packages may only be picked up during operating hours.

### Post Office Hours

Monday – Thursday 10:00 AM – 4:30 PM  
Friday 10:00 AM – 12:00 noon

## NGU UNIVERSITY STORE

The university store is owned and operated by North Greenville University. It is provided to serve students, faculty, and staff.

### Book Store Hours

Monday – Thursday 8:30 AM – 5:00 PM  
Fridays 8:30 AM – 12:00 noon

During home football games the book store will be closed; however, the staff will setup a merchandise table at the stadium.

### Services

The university store is a self-service operation. Students are asked to leave notebooks, books, and supplies in the places provided at the entrance of the store. This habit will eliminate any embarrassing situations for students and staff.

## **Other Merchandise**

Students will find a great many other items in addition to books at the university store. Art supplies, school supplies, clothing, toiletries, cosmetics, imprinted soft goods, glassware, and many more items are available. Computer programs may also be ordered through the university store. For refunds or exchanges on general merchandise, a cash register receipt must be presented which includes the item(s) to be returned or exchanged.

## **Check Acceptance**

The university bookstore will accept personal checks in payment for merchandise under the following conditions:

1. It is the student's own personal check or that of the parents.
2. The check may be made out for the exact amount of purchases.
3. Presentation of a valid student identification card.
4. There will be a \$25.00 service charge for each returned check.

## **Book Return Policy**

If students drop or change a course, the texts may be returned within the two-week drop-add period at the beginning of each semester under the conditions stated below:

1. Returns must be accompanied by the REGISTER RECEIPT.
2. Books must be in absolutely new condition free of all markings with pencil, or ink, other than the price label. Books that were originally "shrink wrapped" must be returned in the same condition as they were bought.
3. The store staff is the sole judge in determining whether books returned are in new or used condition.

## **How Textbooks are selected**

The faculty submits book requisitions to the bookstore, indicating author, title, and edition. The bookstore then proceeds to order the books, after taking into account current inventory. Prices are set by the publisher. If a new edition is published, the old edition has no cash value.

## **Textbook Sales**

In order to avoid lines, textbooks may be ordered in advance through [www.effollet.com](http://www.effollet.com). These orders may be picked up at the University Store. Regular textbook sales begin the first day of registration for each semester. The University Store will be open for evening classes the first night each class meets for each semester.

## **Out of Stock Textbook Reorder Policy**

There are many reasons why a store may run out of stock. Some of these are:

1. An unusually larger enrollment than estimated.
2. The title is temporarily out-of-stock at the publisher's warehouse.

An out-of-stock book can take as long as four weeks to arrive from the publisher after the order is placed. Teachers will be notified when the book arrives at the bookstore.

### Cash for Your Used Textbook

1. The bookstore will buy back used books provided they are your own books, they will be used again, and they are in good condition.
2. The bookstore will buy back used books at the end of each semester, usually during the week of exams. Lab manuals, workbooks, study guides, and other paperbacks will not be bought back.
3. The bookstore will buy back textbooks at one-half of the price paid for the book—used or new—if we are using it the next semester. If we are not using it, we will buy it back at the rate in our textbook-buying guide. Old editions have no value.
4. The books **MUST HAVE OUR LABEL AND DATE IN THEM**. Your student ID card may be used for identification purposes.
5. To sell your books, you do not need your sales receipt.

## GYMNASIUM POLICY

The Hayes Gymnasium is for the use of North Greenville University faculty, staff, and students only.

The following are the current rules and regulations for Hayes Gymnasium:

1. No outside guests allowed without permission.
2. Each person will be required to wear their street shoes to the gym and then change to their basketball shoes.
3. Each person is responsible for his or her own equipment (balls, shoes, etc.)
4. The student attendant or athletic staff personnel have the authority to require any student to leave the gym for failure to cooperate with regulations or requests that might be made.
5. Any student or students who cause damage to the facilities will be held responsible. Any student hanging from the rim or dunking the ball and causing damage to the rim of the backboard will be held responsible. Example of damage: a student grabs hold of a net and tears it from the rim. He is assessed the charge.
6. The gym will be closed to student use during athletic practices.
7. Any violation of the above rules will result in students forfeiting the opportunity to use the gym.

# CAMPUS MINISTRIES

Campus Ministries play a vital role in the university's strategy to fulfill its stated purpose. These ministries function as a key component of the collegiate experience at North Greenville University. As an institution of the South Carolina Baptist Convention, the university is committed to quality education in a biblically sound, Christ-centered environment. Ministering to the spiritual needs of students is as important as meeting their academic needs. The mission of Campus Ministries is to make disciples who make disciples by reaching students with the gospel of Christ, teaching them to obey and follow Jesus, and sending students into ministry and missions in order to make other disciples.

Through Campus Ministries, students are encouraged to realize their full potential by integrating their intellectual, physical, social, cultural, moral, and spiritual development under the Lordship of Jesus Christ. Students have the opportunity to experience a special sense of community through the development of close, personal relationships with other students. In addition, students are nurtured in their faith through relationships with caring Christian faculty, staff, and administrators. The spectrum of Campus Ministries includes worship, evangelism, discipleship, prayer, fellowship, missions, and ministry.

## Ministries

### Worship

In keeping with the philosophy of campus community and the importance of Christian values, the university gathers twice weekly for community worship. A variety of methods including music, drama, testimonies, media presentations, and biblical preaching are used to honor God and exalt the Savior. Chapel presentations address worship, evangelism, prayer, discipleship, fellowship, social concerns, ministry, and missions. Chapel services are designed to minister to the spiritual needs of the entire university family. Students share leadership roles in chapel. Students have other opportunities to worship through the Baptist Student Union, Athletic Ministries, the Fellowship of Christian Athletes, and other organizations on campus.

### Evangelism

Evangelism is sharing the gospel (the person and work of Christ) with who have not received Christ. Every Christian has the privilege and responsibility for sharing Christ with those who do know him. Students are exposed to the truth and call of the gospel in chapel services, campus organizations, personal encounters, and small groups.

### Discipleship

Jesus commanded his followers to make disciples (Matt 28:18-20). He instructed them to make disciples through evangelism and discipleship. One is always incomplete without the other. Believers must be faithfully and lovingly nurtured in their faith as they learn to obey all the teachings of Christ. Students have opportunities to grow in their faith through small group Bible studies, one-on-one relationships, Life Transformation Groups (groups of three people of the



same sex who meet for one hour a week to discuss Scripture, pray for the lost, and hold each other accountable), fellowship clusters, and ministry engagement.

### **Prayer**

Prayer is communication with God in order to know and share in his will. The Todd Prayer Chapel is a great facility where students gather to pray to their heavenly Father. In addition, student groups meet in residence halls, with campus organizations, and share in special prayer emphases. Prayer is always a prerequisite to spiritual awakening.

### **Fellowship**

Christian fellowship involves authentic community where students can experience love, nurture, acceptance, and support. Campus Christian organizations provide a variety of opportunities to connect and grow through fellowship. A description of campus Christian organizations is included in this student handbook.

### **Missions**

Students have opportunities to participate in fulfilling the Great Commission through the Office of Cross-Cultural Engagement and Global Leadership, Athletic Ministries, the Baptist Student Union, and various academic disciplines. A variety of mission opportunities are available locally, nationally, and internationally.

### **Ministry**

Every Christ follower is a minister, called to share God's love with others by meeting their needs in Jesus' name by the power of the Holy Spirit for God's glory. These needs may be spiritual, emotional, physical, or relational. The following are mission opportunities through the university:

- **Campus Ministries Interns:** These students work alongside the Campus Ministries staff, recruiting student chaplains, giving leadership to ministry opportunities, and planning and evaluating all phases of Campus Ministries. The interns gain valuable "hands-on" experience that develops their ministry skills. Interns are selected through an application and interview process. Scholarships are available.
- **Student Chaplains:** Chaplains serve students in the residence halls and on intercollegiate athletic teams. These students have opportunities to lead Bible studies, form Life Transformation Groups, hold prayer meetings, and minister to the needs of students.
- **Life Transformation Groups:** LTGs consist of groups of three students of the same sex who desire to grow in Christ. These groups meet once a week for an hour for three purposes: 1) to discuss Scripture, 2) pray for those who do not know Christ, and 3) accountability. Interested students should contact the Campus Ministries Office.
- **Women's Ministry:** Campus Ministries seek to pursue and minister to the hearts of young women on campus. These young women have opportunities as interns and chaplains. Several young ladies lead Bible studies, prayer ministries, Life Transformation Groups, and accountability teams. Freshmen have the opportunity to connect with Big Sisters who help integrate them into university life.

- **Media Ministry Team:** The Media Ministry Team provides audio and visual support for the entire campus, specializing in chapel, Athletic Ministries, and the Baptist Student Union meetings. The team consists of fifteen students who cover campus events and media related tasks. The guiding verse for the team is 1 Corinthians 15:58, “So, my dear brothers and sisters, be strong and immovable. Always work enthusiastically for the Lord, for you know that nothing you do for the Lord is ever useless” (NLT).
- **Athletic Ministries and the Fellowship of Christian Athletes:** Every student athlete is exposed to the truth of the gospel through Athletic Ministries and the Fellowship of Christian Athletes. Student athletes have opportunities to grow in their faith through fellowship with other believers, team devotions, small group Bible studies, prayer support, and mission and ministry involvement. Student athletes also have opportunities to serve as athletic interns and team chaplains.
- **Summer Missions:** North Greenville University is recognized as a national leader in student summer missions. Through the Office of Cross-Cultural Engagement and Global Leadership and the Baptist Student Union, students have opportunities to participate in hands-on ministry experiences in North America and around the world. In addition, students have opportunities to serve on traveling ministry teams and at Christian camps. The Office of the Vice President for Church Relations also offers assistance to help students connect with mission opportunities.

### **Chapel Attendance Regulations**

In keeping with the philosophy of campus community and the importance of Christian values, chapel meets twice weekly. The student must enroll and successfully complete the requirements for chapel each semester of full-time enrollment at North Greenville University in order to graduate (up to eight semesters). Part-time students must earn two semesters of chapel credit in order to graduate. Attendance at chapel is an essential aspect of the university experience. Therefore, students may not engage in any conduct or behavior that is in any way distracting. Violators will be identified by staff and required to leave chapel with loss of credit. Disciplinary measures may also be taken. Chapel begins at 10:00 am on Mondays and Wednesdays. Students arriving after doors close will not receive credit. Proper dress is required.

### **Cultural Event Regulations**

The Fine Arts Committee schedules cultural events each semester. Full-time students are required to enroll for the cultural events course each semester and must complete the requirement for each semester at North Greenville University in order to graduate.

Attendance at cultural events is an essential aspect of the university experience. Therefore, students may not engage in any conduct or behavior that is in any way distracting. While in cultural events phones should remain in your pocket or purse and must be turned off or set to silent or buzz mode. Students may not use phones for calls, text messaging, games or other uses during cultural events. Violators will be required to leave the event with loss of credit. Disciplinary measures may also be taken. “Special Event” dress is required. See Dress Regulation Section.

# STUDENT CLUBS/ORGANIZATIONS AND STUDENT GOVERNMENT ASSOCIATION

Because self-government promotes the development of character and responsible citizenship, the Student Government Association, consisting of all students at North Greenville University, is established to interact with and advise the office of Student Life regarding the activities of student life. The officers of the Student Government Association are elected each spring by the student body. The work of the student government is accomplished through three separate branches: the executive, the student senate, and the supreme court.

The Student Government Association exists to maintain the high ideals for which the university is justly respected and to foster recognition of privileges and responsibilities of students.

Resident students provide for their own internal government through various councils and committees. The students in the residence halls elect these councils or committees, and their function is to plan and coordinate educational and social programs. They also make recommendations concerning residence hall rules and regulations.

## **Policies for Clubs and Organizations**

In order to coordinate the plans of all campus clubs and organization, the following policies have been adopted:

1. All activities must be approved by the Student Life Office. A form for obtaining this approval may be secured at the Student Life Office and must be signed by the president and advisor of the sponsoring organization or club. This approval is necessary before an organization may:
  - a. put an item on the master calendar
  - b. reserve facilities for a meeting
  - c. have an announcement placed in the chapel bulletin
2. All fund raising projects (on or off campus) must be approved by the Office of Student Life. Complete plans, including planned use of money, should be submitted in writing to the Office of Student Life. On campus money-raising projects will not be approved unless they are for the purpose of raising money for necessary expenses (yearbook page, etc.) or for a project which will benefit all students.
3. Off-campus personnel, including speakers, entertainers, etc. must be approved by the Office of Student Life prior to issuing an invitation to such groups or persons.
4. The use of campus facilities must be cleared with the Office of Student Life.
5. Only clubs and organizations chartered by the Student Government Association and approved by the Office of Student Life will be permitted to function on campus.
6. University policy does not permit social fraternities to function as university organizations. The university does not permit dancing on campus.

7. All organizations and clubs must have a faculty advisor who is approved by the Office of Student Life.

### **Organization Travel Policy**

1. The university will provide transportation for ten or fewer members of an organization to attend a STATE meeting. The university will not provide any travel allowance whatsoever for regional or district meetings of clubs or organizations.
2. The Office of Student Life must approve the club or organization. The faculty advisor of the said group or organization and the Office of Student Life must approve the trip.
3. Notice of needed transportation, where authorized, must be given to the Public Safety Office at least 48 hours before the trip is scheduled.
4. There will be no travel after 1:00 a.m. in university-owned vehicles. All exceptions must be cleared with the Vice-President of Academics and Student Life or another Executive-Director. If unable to reach one of the above, contact Public Safety at (864) 977-7777

### **Current Clubs and Organizations**

#### **ACT II**

Act II is the BSU Drama Troupe. Members are selected by audition and testimony. Scholarships are available.

#### **Ambassadors**

This organization is composed of carefully selected students who serve as campus guides and representatives to new and prospective students. Members must have a minimum 2.5 grade point ratio and exhibit exemplary Christian character.

#### **Baptist Student Union**

BSU is open to all students. Activities including weekly meetings for worship and fellowship, "IMPACT" teams that visit churches, mission projects, and summer ministry opportunities. BSU is the oldest student-led organization on campus and is recognized nationally as a leader in summer missions. Policies governing BSU and BSF are set by the Vice-President of Denominational Relations.

#### **Brothers and Sisters Fellowship**

BSF is a sister organization of the BSU. The purpose of this organization is to promote Christian growth, unity and fellowship among Afro-American students and goodwill among the entire student body. The club sponsors numerous activities for club members as well as having their own choir and placing emphasis on the recognition of Black History Month. The BSF president serves on the BSU Council. Policies governing BSU and BSF are set by the Vice-President of Denominational Relations.

#### **Business Club**

The Business Club's purpose is to expose business majors to management operations of major local businesses and to provide experience in professional development.

### **Crusader Crazyies**

The purpose of this club is to promote student spirit in intercollegiate athletics and to support all sports events of the university.

### **Dramatis Personae Society**

The object of this society shall be to provide funding for the improvement of the theater, to expose NGU and the surrounding community to the many facets of theater.

### **Etude Music Society**

The Etude Honorary Music Society is composed of those students who have an average of not less than 3.0 in any of the music courses. The society studies various phases of music as an art and acts as sponsor for campus music activities throughout the year.

### **French Club**

The French Club promotes fellowship and participation among French students wishing to participate. This club is open to all French students.

### **International Student Club**

This is an organization designed to promote communication and fellowship between students from various countries. Although it is composed primarily of students from countries outside the United States, all students are invited to be members.

### **Joyful Sound**

Joyful Sound is the BSU sponsored ensemble that shares Christian concerts in over 200 churches and other settings each school year.

The members also do mission projects and special tours. Members are selected by audition and testimony. Scholarships are available. Contact the BSU Director for further information.

### **Phi Beta Lambda**

Phi Beta Lambda is the university division of a national organization for students in business education. One of its chief objectives is to develop strong, aggressive leadership so that future businessmen and women may participate more effectively in the business and community life of which they are a part. The North Greenville University chapter holds one regular meeting a month.

### **Political Science Club**

This group consists of students who represent the Republican, Democratic, and independent political parties. The club works as one unit to provide campus political discussions and opportunities to meet state and national political leaders. All students are invited to participate in these activities.

### **Resident Assistant Association**

The Resident Assistant Association is composed of Resident Assistants from both Men's and Women's Housing and Residence Life. The Housing and Residence Life Coordinators serve as

advisors to the Resident Assistant Association and represent the interests of Housing and Residence Life, the Student Center, and Student Life. The Resident Assistant Association meets twice a month during each semester to review and discuss the implementation of university Housing and Residence Life policies and Student Center policies; to provide advice to the Director of Student Life, Housing and Residence Life staff, and Student Center staff regarding the Housing and Residence Life Program and Student Center activities; to plan charitable services the Resident Assistants Association will provide to the student body, the university, and to outside interests; and to bring information, opinions, and views from the residential students to the Director of Student Life and other university officials. Hall Residents are offered the opportunity to be heard and to express themselves at scheduled times regarding the Residence Hall environment. The Resident Assistant Association will have several committees to handle such issues as charitable services, finance, residence self-expression, etc.

### **SGA Executive Council**

The SGA president will chair the council. The council will have a vice-president, secretary, and treasurer. The council may have a vice chairperson. The secretary will take council minutes. Its purpose is to provide an outlet to these different areas of student government in the ways and means of consolidation of ideas, plans, ethics, activities, government reforms, and other areas as they pertain to the governmental affairs of the students of NGU.

### **Teacher Education Association**

This organization is composed of all education majors (early childhood, elementary, and music). The society pro-motes pre-professional development through student planned activities.

### **NGU Publication Policy**

Acting under the guidelines governing student publications at independent universities, the university has determined that the student press will serve primarily an academic function as part of the Humanities Division and the Mass Communication department.

Providing an outlet for student expression, the university has chosen to retain the student press within this structure of the institution and has determined the extent to which it can balance the mission of the university with student demands for freedom of expression.

Committed to the concept of a student press, the university has accepted the responsibility for providing organizational assistance and financial funding for the three student publications within the Humanities Division and the Mass Communication department. Any additional funding needed may be gathered by the staffs through donations of sponsors. Any fund raising events (on or off campus) must be approved in advance by the Office of Student Life. In addition, the university will offer scholarships for the editors of *The Skyliner*, *The Aurora*, and *The Mountain Laurel*. The university may condition this support, however, upon the student publication agreeing to comply with applicable policies and regulations governing the use of facilities and equipment. The publication is required to submit all contracts for expenditure or receipt of funds to the institution for prior approval. Assuming the responsibility for educating all students who

are editors, managers, and/or staff members of the student publications, the university will provide opportunities for students to receive an education in responsible journalism that can take a variety of forms, but may include supporting the attendance of editors and staff at seminars and/or in classes and staff meetings where students are instructed in the requirements governing professional responsibility, journalistic ethics, liability for communication torts, and constitutional rights. Instruction in these courses also include an introduction to the guidelines for determining libel and obscenity and the strategies used to protect against them. Accepting the responsibility as the publisher of the student press, the university has the inherent authority to insist upon prior review of all content and to require the use of explicit disclaimers that state in all student publications that the opinions expressed are not necessarily those of the university or student body.

Accepting the responsibility for regulating and disciplining student editors, managers, photographers, and/or writers, the university expects students to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Students found in violation of this policy will be subject to disciplinary action by the Publications Regulatory and Supervisory Board (composed of the Humanities Division Chair, the Mass Communication Department Head, and the faculty advisers of the newspaper, yearbook, and literary magazine), and the Director of Student Life acting as the authority of the university. In the event a student is charged with any violation of the foregoing conduct regulations, which involves the question of responsibility leading to withdrawal, suspension, or expulsion, the student's case shall be handled in keeping with the disciplinary procedures of the university as stated elsewhere in *The Enlightener* and the *North Greenville University Catalog*.

## **Student Publications**

### **Skyliner**

The Skyliner is the newspaper written and edited by a staff of students and published by the university. Matters of campus-wide interest are reported. The majority of the staff is composed of students who have been or are presently enrolled in Journalism 3250–Newspaper Practicum, a course in the basics of writing for a newspaper with emphasis on news and feature articles, proofreading, and newspaper layout. The prerequisite for this course is Journalism 2320–News Writing, which is a study of the theory and practice of writing basic news stories for the print media, including practical work in covering a variety of news events and preparing copy for publication. Mass Communication majors are required to enroll in this practicum. However, by also enrolling in these two courses, any other interested students may then apply to become staff members. Exceptions in these requirements for staff membership can be granted by the faculty adviser. For example, interested students who have not enrolled in these courses but can demonstrate that they have substantial knowledge and prior experience in print journalism may apply in writing to become members of The Skyliner staff. Special permission to join the staff can only be granted by the faculty adviser.

## **Aurora**

The Aurora is the university yearbook edited by the students and published annually by the university. The majority of the staff is composed of students who have been or are presently enrolled in Journalism 3260–Yearbook Practicum. This course provides students with practical experience working on the staff of the university yearbook and involves assignments in story writing, page layout, graphics design, photography, editing, and publishing. The prerequisite for this course is Journalism 2320. Mass Communication majors are required to enroll in these courses; however, any other student interested in becoming a member of the yearbook staff may also enroll in these courses. As is the case of the newspaper staff, other interested students who have not enrolled in these courses but can demonstrate they have substantial knowledge and prior experience in print journalism and/or graphics design may apply for staff membership. Special permission to join the yearbook staff can only be granted by the faculty adviser.

## **Mountain Laurel**

The Mountain Laurel is the literary magazine published by the university. It contains the written, artistic, and photographic work submitted by any interested students, faculty, staff, or other invited contributors. From each year's submissions, the staff members, working with the faculty adviser, evaluate and select the pieces to be published from among all the works submitted. The staff then edits and arranges these works for the annual edition of the literary magazine. Works not selected for one year's edition may be resubmitted. Any students interested in serving as staff members for this publication must apply in writing to the faculty adviser who will then select the staff. Students are not required to enroll in a practicum to work on this publication; however, preference will be given to those students who are or have been enrolled in English 3310–Creative Writing and/or Journalism 3310–Graphics Design or who can produce evidence of prior experience working on literary magazines.

## **Constitution of the Student Government Association**

### **PREAMBLE**

We the students of North Greenville University, in order to promote active participation in all areas of student interest and to promote experiences in democratic processes, do hereby establish this constitution for the Student Government Association of North Greenville University, Tigerville, South Carolina.

### **ARTICLE I**

The purpose of the Student Government Association shall be:

1. To promote excellence and establish reasonable standards for all student Interest within the scope of the Student Government Association.
2. To work with and promote a closer relationship between the student body and the administration.
3. To encourage social development through participation in group activities.
4. To stimulate and develop good citizenship, democracy, and Christian ideals among students.



**ARTICLE II**  
Membership

All students enrolled in North Greenville University are considered members of the Student Government Association.

**ARTICLE III**  
Student Government Association

*Section I*

There shall be two separate and distinct branches of the Student Government Association - the Executive Council and the Student Court.

*Section II*

The Executive Council will consist of the Executive Committee and the Class Officers. The Student Body President will chair the council. The Secretary will take council meeting minutes.

*Section III*

Qualifications of the SGA Executive Council:

- A. Upon election all members of the SGA Executive Council shall have and maintain at least a 2.5 overall and semester average GPA, and must be in good standing in keeping with university guidelines.
- B. Failure to maintain their average or their status as a member in good standing within university guidelines will result in removal from office.
- C. Members of the SGA Executive Council are not allowed to miss more than two scheduled meetings of the Council. The third absence, if unexcused, will result in removal from office. All Executive Committee members will attend the meetings of the Executive Council.
- D. The members of the Executive Committee must be resident students and must not hold any office in any organization other than S.G.A.
- E. Members of the Executive Council are expected to serve for one full academic year unless the member is removed from office for a violation of code B., C., or D.

**Section IV**

Duties of the SGA Executive Committee

- A. The President
  1. The President shall preside over meetings of the Executive Council
  2. The President shall have the power to call special meetings of the Executive Committee, the Executive Council, all committees, and the Supreme Court whenever deemed necessary.
  3. The President shall make student appointments to all University Standing Committees and the Supreme Court by no later than the last school day of September.

4. The President shall execute the laws and regulations of the Student Government Association.
  5. The President will serve as chief liaison between S.G.A. and Administration and reserves the right to give comment on any bill given to Student Life.
  6. The President shall appoint a Director of Public Relations for the Student Government Association.
- B. The Vice President
1. The Vice-President, in case of an absence of the President, shall perform all the duties of the President. If the office of President is vacated, the Vice President shall assume office.
  2. The Vice-President shall preside over impeachment proceedings against the Chief Justice of the Supreme Court.
  3. The Vice-President shall be the Ex -officio Chairman of the Class Officers and all committees.
  4. The Vice-President shall oversee the Nomination-Qualification Committee for annual elections.
- C. The Secretary – Treasurer
1. As Secretary shall record and keep a typewritten record of the proceedings of all meetings of the Student Government Association.
  2. As Secretary shall give a typewritten statement of Student Government activities and proceedings to the editor of THE SKYLINER for publication in each edition.
  3. As Secretary shall handle correspondence under the supervision of the President.
  4. As Secretary shall be responsible for all physical arrangements pertaining to the Student Government Association elections and shall keep a permanent, typewritten file on election results.
  5. As Secretary, assisted by two members of the Supreme Court, shall supervise all ballot tabulations. If for any reason he/she is unable to be present, he/she shall, with the President, have previously appointed a chairman of the group.
  6. As Secretary shall serve on the Nomination-Qualification Committee and be responsible for placing qualified candidates on the ballot.
  7. As Treasurer shall distribute all funds allocated to the Student Government Association according to the instructions of the Executive Council.
  8. As Treasurer shall aid the President in preparing the budget statement that must be approved by the Executive Council.
  9. As Treasurer shall submit all financial records to the Office of Student Life of the University for auditing at the end of each semester.
  10. As Treasurer shall make public these reports after auditing of the Student Government Association.
  11. As Treasurer shall attend all scheduled meetings of the SGA Executive Committee and Council.

## **Section V**

### Duties of the Class Officers

#### A. Class Presidents

1. The four Class Presidents shall each preside over all meetings and projects sponsored by his/her class.
2. The four Class Presidents shall be responsible for appointing the Committee Chair that will preside over the committee that his/her class sponsors and will work with that Committee Chair and the Class Secretary to appoint Committee Members.
3. The four Class Presidents shall be responsible for introducing all legislation proposed by the Class or the committee that the class sponsors to the SGA Executive Council.

#### B. Class Secretaries

1. The four Class Secretaries shall be responsible for keeping a file of all activities and proceedings pertaining to the class including the committees which the class sponsors.
2. A copy of these records shall be given to the Secretary-Treasurer of the Executive Committee at each scheduled meeting of the SGA Executive Council.
3. The Class Secretary will attend all committee meetings and Executive Council meetings.

#### C. Committee Chairs

1. The Committee Chair shall preside over all meetings of the Committee.
2. The Committee Chair will work with the Class President and Class Secretary to appoint members of the committee.
3. The Committee Chair will be responsible for setting the time and place that the committee will meet.

## **Section VI**

### Committee Members

Committee Members shall be appointed to individual committees by the Committee Chair with the help of the Class President and Class Secretary of the Class which sponsors that committee.

#### Standing Committees

Periodic appointments by the President for special work assignments or other purposes.

All committee members must maintain a semester and overall GPA of at least 2.0.

## **Section VII**

### The Student Court

The Student Court shall be composed of a Chief Justice, a Recording Secretary, a Public Defender, a Prosecutor, and five Justices. All members of the Student Court must have and maintain at least a 2.0 semester and overall grade point average and be in good standing in keeping with university guidelines. All members of the Student Court are given the option of serving throughout his/her university career as long as he/she maintains the academic and university standards. Appointments shall be made by the Student Government Association President, subject to approval of the Executive Council by a simple majority. The Student Court shall have power to hear all cases involving violations of rules and regulations of the Student Government Association and those aspects of general campus conduct assigned to the court's jurisdiction. The authority of the Student Court shall not supersede the authority of the administration of this university. This opinion does not supersede the ruling of the Office of Student Life.

## **Section VIII**

The Student Court shall have original jurisdiction in those cases that require an interpretation of this constitution.

## **Section IX**

### Duties of the Student Court

1. Chief Justice
  1. The Chief Justice must have previously served on the Supreme Court at least one semester in order to qualify for the position.
  2. The Chief Justice shall preside over all court proceedings.
  3. The Chief Justice shall preside over all impeachment hearings of the Student Body Association except his own impeachment hearing.
2. Recording Secretary

The Recording Secretary shall keep a record of all court proceedings and shall keep a typewritten file of all cases and outcomes.
3. Public Defender

The Public Defender is responsible for representing the accused unless the accused wishes to be represented by another defendant.
4. Prosecutor

The Prosecutor shall represent the interests of the university in all court matters.
5. Justices
  1. Five Justices, with a preference for at least one member from each class, shall be appointed to hear cases and to pass judgment on cases under the jurisdiction of the Supreme Court.

2. Three Justices shall constitute a quorum in cases involving traffic violations. Five Justices will constitute a quorum in those cases that require interpretation of this constitution. A simple majority shall be necessary for any decision.

## **ARTICLE IV**

### Elections

#### *Section I*

Spring Elections for all SGA Executive Council Members, except for Freshman Class Officers, shall be held on the first Tuesday in April. Fall Elections for Freshman Class Officers shall be held on the last Tuesday in September. If circumstances are such that the elections cannot be held during this time, a new date may be set with the approval of the SGA Executive Council.

#### *Section II*

All applications of candidates for Spring Elections must be turned in by the second Tuesday of March. All applications of candidates for Fall Elections must be turned in by the second Tuesday of September.

#### *Section III*

Speeches for candidates running in Spring Elections shall take place on the last Monday of March unless that Monday is the last day of March. In the case that the last Monday of March is the last day of March, then speeches shall be moved up to the second to last Monday of March. Speeches for Fall Elections shall be held on the Third Monday of September. Speeches will be given in Chapel.

#### *Section IV*

All elections sponsored by the Student Government Association shall be held by secret Ballot. The time, place, and date of such elections shall be publicly announced two weeks in advance.

#### *Section V*

All conditions for campaigning shall be issued by the chairman of the Nomination-Qualification Committee.

#### *Section VI*

In the Student Government Association general election, candidates must receive a simple majority of votes cast to be elected. If no majority is received on an initial ballot, a runoff election between the two candidates receiving the most votes shall be held within one week after the initial election. In all other elections sponsored by the Student Government Association candidates must receive a simple plurality of votes cast to be elected.

#### *Section VII*

The President shall be in charge of the ballots for a period of five school days, after which time he/she shall destroy them.

### **Section VIII**

If an election is contested, notice must be filed with the Chief Justice of the Student Court within four school days after the date of the election. The Chief Justice shall then take charge of the ballots and shall conduct an investigation of the election. He/she shall then submit his/her findings to the Student Court. The Student Court shall order a new election if it deems wise and they shall set a date of the new election.

### **Section IX**

The Executive Council shall have the right to appoint interim members to fill vacated positions in the Executive Council.

## **ARTICLE V**

### **Nomination and Qualification Procedure**

#### **Section I**

The Nomination-Qualification Committee shall consist of the Secretary of the Executive Committee, the Class Secretaries, and one member of the Student Court.

#### **Section II**

Any student in good standing in keeping with university guidelines and with a grade point average of 2.5 may qualify as a candidate to be a member of the Executive Council by submitting an application at the set date given by the Executive Council. If he/she is qualified, the Secretary of the Executive Committee shall place his name on the ballot.

## **ARTICLE VI**

### **Assumption of Office**

Incoming officers shall assume their respective offices on the first day of the fall semester. The Officers-elect shall work with the outgoing administration during the spring semester following their election.

## **ARTICLE VII**

### **Vacancies**

#### **Section I**

If for any reason the President shall vacate his office, the Vice-President shall assume the duties of the President.

#### **Section II**

If any other office is vacated, the Executive Council shall appoint an interim officer to fill the vacancy until an election can be held.

## **ARTICLE VIII**

### **Impeachment**

#### **Section I**

The Student Court shall have the sole authority in all impeachment proceedings.

*Section II*

The Chief Justice of the Student Court shall preside over all impeachment proceedings except in impeachment of the Chief Justice in which the Vice-President shall preside.

*Section III*

Any member of the Student Government Association may bring impeachment charges against any officer of the Student Government Association or against any member of the Student Court.

*Section IV*

A three-fourths majority of the combined Executive Council and Student Court must be present for impeachment proceedings, and a three-fourths majority vote of those present is necessary for impeachment.

**ARTICLE IX**

Clubs and Organizations

*Section I*

All clubs and organizational Constitutions shall be subordinate to this Constitution.

*Section II*

All clubs and organizational Constitutions must be presented to the Executive Council of the Student Government Association to be reviewed before being passed on to the Office of Student Life. The Executive Council will then review the constitution and pass on its recommendation along with the constitution to the Office of Student Life.

*Section III*

No club, organization, or group shall be allowed to function on campus without a charter.

*Section IV*

The Executive Council may send a recommendation that the Office of Student Life revoke any club or organization's charter that it feels is not following its Constitution.

**ARTICLE X**

Finances

*Section I*

The Executive Council shall allocate funds appropriated and approved by the North Greenville University administration for the use of the Student Government Association.

*Section II*

A strict record shall be kept of all assets and expenditures.

*Section III*

The Secretary-Treasurer of the Executive Committee shall make a report at each scheduled meeting of all expenses incurred since the last meeting, accounting for money spent at each function, and shall make certain that copies of the report are made available to each member of

the Executive Council, to the Office of Student Life, and to the Editor of THE SKYLINER for publication.

## **ARTICLE XI**

### Office Limitations

No member of the Executive Council or the Student Court may hold an office in more than two campus oriented organizations or hold more than one office in the Student Government Association at the same time. The members of the Executive Committee may not hold any office in any organization outside of the Student Government Association.

## **ARTICLE XII**

### Amendments

#### *Section I*

Amendments may be initiated by one of the following methods:

1. A vote by the Executive Council by two-thirds vote.
2. A petition of twenty percent of the student body.

#### *Section II*

Final action on amendments shall be taken in the following manner:

1. Publication of the full text of the amendment in two successive issues of the campus newspaper and publication to the student body in otherwise manner and form.
2. Submission to the student body in referendum not less than two weeks after the first publication.
3. All amendments must be approved by two-thirds of those students voting on the amendment.

## **ARTICLE XIII**

### Ratification

#### *Section I*

This Constitution shall take effect immediately after acceptance by two-thirds of the students voting on this constitution and subject to administrative approval.

#### *Section II*

The Judicial systems in effect under the previous Constitution shall continue for the duration of the present officers' terms. Their succeeding systems may be established as provided for in this Constitution at the expiration of said tenures.



# NGU SAFETY PLAN

Emergencies can occur at any time and without warning. The safety and security of every individual on The North Greenville University campuses is always the primary concern of Campus Security, Student Life and the University. It is unlikely, and we continually pray that we do not experience a disaster at North Greenville University; however, we must be prepared.

## Campus Wide Alarm Sound Identification

North Greenville has several different warning systems in place to instruct students, faculty and staff to different problems on campus. One system is the warning siren located on the Campus Security office. There are two different patterns for the siren. First is a continuous sound and second is an alternating sound. When:

1. The alarm is a **continuous** siren sound: **take cover inside** the building(s)
2. The alarm is an **alternating** siren sound: **evacuate** the building(s)

## General Instructions for All People

1. Be as calm as you can.
2. Be aware of what the problem is; what has caused the "Safety Plan" to be initiated so that you will know how to respond.
3. Be informed and prepared before an emergency or disaster occurs.
4. Follow the instructions of the person(s) in charge.
5. When calling Campus Security or 911:
  - a. Speak calmly and clearly so that you are understood
  - b. Give your name, telephone number and location
  - c. The exact location of the emergency or problem
  - d. The nature and scope of the emergency or problem; (i.e. What is the problem? Are there any injuries? How many injuries?)
  - e. Do not hang up the phone until told to do so by the person you are talking to.

**Note:** If you receive a busy signal and are not able to talk with someone in Campus Security, keep trying until you are able to talk to someone in Campus Security.

6. When exiting or evacuating a building or area, be careful of other people, not to push them down, step on them or push other people onto fallen or disabled people.

## Faculty, Resident Assistant, and Supervisors Safety Plan Responsibilities

### If the alert is to evacuate the building

1. Faculty, Resident Assistants, and Supervisors should select one or two persons to lead others safely out of the building.
2. Faculty, Resident Assistants, and Supervisors are responsible for assigning two individuals per disabled person(s) during evacuation.
3. Faculty, Resident Assistants, and Supervisors should check any adjoining areas, such as restrooms or supposedly vacant rooms, to be sure that all persons are notified to evacuate.

4. Faculty, Resident Assistants, and Supervisors should be the last individual(s) to leave the building.
5. When everyone has safely evacuated the building, Faculty, Resident Assistants, and Supervisors will systematically sweep and check to see that everyone is accounted for. If there are two people searching the building, coordinate the search efforts. If someone is unaccounted for, Faculty, Resident Assistants, and Supervisors should immediately alert Campus Security on the scene. All students and personnel must operate on the buddy system to make sure all facilities are evacuated.
6. Do not go into any building after it has been evacuated until the “all clear” has been given by fire department or Campus Security.
7. Safety drills are planned each semester by Student Life. Both announced and unannounced drills will occur.
8. Failure to evacuate the residence hall during a drill will result in disciplinary action by Student Life.

#### **If the alert is to stay in the building**

1. Faculty, Resident Assistants and Supervisors are to make sure that all people are moved to the safest part of the building as noted in the tornado section of this plan.
2. Faculty, Resident Assistants, and Supervisors are responsible for assigning two (2) individuals per disabled person during relocation to a safer part of the building. **Note:** A list of the safest part of each building is found under the tornado section of this Security Plan.
3. If the building is to be locked down, faculty, Residents Assistants and Supervisors are to make sure all doors are locked and people are on the floor and away from windows. Lights should be turned off.
4. Do not move out of the building unless instructed to do so by local law enforcement or Campus Security.

#### **Evacuation Meeting Points (EMP) on Campus**

The following places are central meeting places if a building evacuation is ordered. If a building evacuation is ordered, go immediately to the central meeting place closest to the evacuated building. **Do not go anywhere other than the Evacuation Meeting Point. Go immediately! Then, identify yourself to the person in charge of the building (faculty, Resident Assistant or supervisor) to insure that everyone has safely evacuated the building and no one is missing.**

1. The field in front of the Student Center at least 200 feet from the building.
2. The tennis courts next to the gym.
3. The practice football field at the football stadium.
4. The parking lot next to the Porch Resident house.
5. The baseball field.

## Safe Shelters

The following places are locations that people outside in the open or in unsafe places can move to if conditions permit:

1. The Student Center; away from the windows.
2. Underneath the Library in Brisse, in the classrooms.
3. Bottom of Neves, Neves 101 and 102
4. Bottom of the Crain Science Building
5. Bottom floor of Foster Education Building

## Fire Safety

Fires are unpredictable, fast and the smoke from the flames and burning of many different types of material that are burned is toxic and deadly. Your safety and the safety of others comes first and foremost.

1. Sound the building fire alarm. Call 9-911 from a campus telephone or 911 from any other telephone. Campus Security can activate a campus-wide alarm if necessary. Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone.
2. Identify the "Fire Exit" nearest your classroom, office or residence hall room.
3. Leave the building quickly and in an orderly fashion. Do not stop or go back for personal belongings. Do not use the elevator. Use the stairs. Do not lock doors while leaving the building.
4. Smoke is the most toxic part of a fire, stay close to the floor.
5. Assemble at one of the Evacuation Meeting Points listed earlier. Keep out of the way of firemen and police. Remain outside the building. After evacuating, stay with your co-workers/classmates so that Resident Assistants, Supervisors, and Faculty can determine if the building has been safely and completely evacuated
6. Notify Campus Security on the scene if you suspect someone may still be in the building.
7. Do not re-enter a building unless the "all clear" has been issued by the fire department or Campus Security.
8. If you become trapped in the building:
  - a. **DO NOT PANIC!**
  - b. Contact Campus Security by using your cell phone.
  - c. Put an article of clothing large enough to hang outside the window and into the room to mark your location for emergency personnel.
  - d. If the room has no windows, stay close to the ground; shout out loudly to attract the attention of emergency workers.

**Note:** If a fire appears to be controllable, first call Campus Security, then alert everyone to the fire, finally, use a fire extinguisher to put out the fire.

## Violent Crime or Hostage Situations

1. If possible, remove yourself and others from harm. If it is not possible to remove yourself from the situation, then lock/hide yourself in a room.
2. **Do not** attempt to confront, apprehend or interfere with the criminal except in case of

self-protection.

3. Notify Campus Security by dialing 7777 from a campus telephone or 977-7777 from any other telephone **immediately**. Give them your exact location and the location of the suspect(s) including building and classroom. Write down the features such as height, weight, sex, race, clothing, age and name of the person(s) you observed. Then immediately communicate this information to Campus Security. Notify Campus Security with this information when you are talking to them. Also inform Campus Security of any injuries.
4. Campus Security is to secure buildings and grounds and alert proper civil officials immediately.
5. Do not try to look or peek out windows or doors to see what is happening.
6. Do not leave your safe place unless instructed to do so by Campus Security or local law enforcement. Follow their instructions completely.

### **Sexual Assault and other Sensitive Crimes**

1. Try to be as calm as possible. This will help you to think more clearly.
2. Go to a safe place.
3. Preserve all physical evidence. This includes; **NOT** taking a bath or shower, **NOT** brushing your teeth, **NOT** cleaning your fingernails, **NOT** changing your clothes. Clean and fresh clothes will be brought or given to you after evidence is collected.
4. Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone.
5. Take time to write down, or describe to someone who writes down what you describe, an accurate description of the assailant. Note features as height, weight, sex, race, clothing, age and name, if known.

### **Medical Emergencies**

1. Do not move a seriously injured person unless it is a life-threatening situation.
2. If you feel you must have immediate help, and it is severe enough that you need EMS dial 9-911 from a campus telephone or 911 from any other telephone. Also, notify Campus Security by dialing 7777 from a campus telephone or 977-7777 from any other telephone.
3. If it is not an immediate medical necessity, call Campus Security and Campus Security will obtain medical help for the person(s) sick or injured. This includes but is not limited to: sprains, insect bites, scrapes, minor burns, splinters, small cuts and puncture wounds, etc.
4. Relay important information to Campus Security, such as: exact location, your name, name of person injured, type of injury, and extent of injury.
5. Do not contact blood or any other bodily fluid because of the possibility of blood borne pathogens unless you are wearing protective gear such as surgical gloves.
6. Stay with the person and reassure them of your presence and tell them that help will soon be with them to look after them.

**Note:** Campus Security will notify University officials if the emergency is of a serious nature.

## **Hazardous Materials**

If the identity of a chemical spill or leak is unknown, treat the spill or leak as toxic material. Treat the spill or leak as representing a danger to you and others. The following steps should be taken:

1. Do not attempt to confine or stop the spill or leak. Avoid contact with skin, eyes and clothing. Do not breathe the fumes and vapors. Avoid shutting the doors to the room.
2. Sound the building fire alarm so evacuation can begin. Inform people as to the reason the alarm has been sounded.
3. Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone so that appropriate action can be taken. Campus Security can activate a campus-wide alert if necessary.
4. Do not walk through or stand in smoke clouds. Do not breathe the vapors or fumes. (5) Assemble at one of the Evacuation Meeting Points listed earlier. After evacuating, stay with your co-workers/classmates so that Resident Assistants, Supervisors, and Faculty can determine if the building has been safely and completely evacuated.
5. Call 9-911 from a campus telephone or 911 from any other telephone, giving your name and location if you cannot reach Campus Security or requested to do so by Campus Security.
6. Do not re-enter a building or return to the area unless the “all clear” has been issued by the fire department or Campus Security.

## **Bomb Threats**

Most bomb threats turn out to be false. For the safety and welfare of everyone, Campus Security will not ignore or treat lightly any threat. Each threat is assumed to constitute a clear and present danger to the people on campus and to the campus.

**If you see something that looks like a bomb or a suspicious package, do not touch it!**  
**Move away from the area, move other people away and contact Campus Security. Do not use any cell phone or two-way radio devices.**

The bomb threat procedures are as follows:

1. Notify Campus Security concerning any suspicious package or any threat received by phone, mail, e-mail, text message or any other means.
2. If conditions permit, a quiet search will be made without alarming faculty, students, staff and visitors by Campus Security.
3. If the threat appears credible, evacuate the building and area by quietly asking people to leave or by sounding the fire alarm.
4. Campus Security will contact local law enforcement and secure the area.
5. Movement on campus and access by other people is limited. I.D. cards are to be displayed by all people.
6. Do not re-enter an area or building unless the “all clear” is given by local law enforcement or Campus Security.

## Civil Disturbance

Civil disturbances include demonstrations, riots or assemblies that become disruptive.

1. Any person who sees a civil disturbance or becomes aware of the possibility or planning of a civil disturbance must contact Campus Security.
2. Avoid provoking or obstructing demonstrators. Leave the area of the disturbance.
3. If you are not in the area, do not go to the area to see what is happening. Avoid the area.
4. Close and lock all doors, especially external doors, but do not lock doors to prohibit emergency exits. Close windows and blinds.
5. Attempt to continue your normal daily schedule and routine.
6. Follow all verbal instructions and commands of Campus Security and local law enforcement.

## Hazardous Gas Leaks

If a gas cylinder or storage tank is suspected of leaking or there is a suspicious odor, do not attempt to discover where the leak or odor is. Do not attempt to stop the leak unless you are the supervisor responsible for the container. Your safety and the safety of others is paramount. The following steps should be taken:

1. Sound the building fire alarm so evacuation can begin.
2. Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone so that appropriate action can be taken. Campus Security can activate a campus-wide alert if necessary.
3. Do not walk through or stand in smoke clouds. Do not breathe the vapors or fumes. (4) Assemble at one of the Evacuation Meeting Points listed earlier. After evacuating, stay with your co-workers/classmates so that Resident Assistants, Supervisors, and Faculty can determine if the building has been safely and completely evacuated.
4. Call 9-911 from a campus telephone or 911 from any other telephone, giving your name and location if you cannot reach Campus Security or you are requested to do so by Campus Security.
5. Do not re-enter a building or return to the area unless the "all clear" has been issued by the fire department or Campus Security.

## Tornados and Sever Weather

**Tornado Watch:** Tornados and thunderstorms are possible

**Tornado Warning:** A tornado has been spotted in area

If a tornado is sighted or severe weather is approaching the campus, the following action should be taken:

1. Notify Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone. Campus Security will activate the campus-wide alarm, if necessary.
2. If time permits, go to the basement or interior hallway on the lowest floor. Shut the doors of the dorm rooms or other rooms that lead to the hallway.
3. If time does not permit, get into the safest area of your classroom/room/office away from windows and doors.
4. If you are staying in the hall of a building, close the doors along the hallway.

5. Stay clear of auditoriums, gymnasiums or other structures with wide, free-span roofs.
6. Take shelter underneath your desk or any heavy furniture.
7. Assume a curled position to protect your head and eyes.
8. Stay inside until the fire department or Campus Security has cleared the building for you to leave.

### **Evacuation Locations and Instructions**

In case of a weather evacuation or shelter notice Blackboard Connect will be used to notify all students, faculty, and staff. The Connect codes will be in parenthesis after the building names below.

#### *Residential Halls:*

- **Bruce Hall (BE)**
  - Assemble in the halls of the bottom floor.
- **Units A - G (UTA - UTG)**
  - Assemble on the bottom floor lobby of each unit.
- **Units Laundry Room (UTL)**
  - Evacuate to the bottom floor lobby of Unit C or D Residence Halls. If evacuation is not possible, assemble in interior room away from windows.
- **Self Hall (SF)**
  - Assemble in the hallway of the bottom floor.
- **Trustee Hall (TE)**
  - Assemble in the hallway of the bottom floor.
- **Howard Hall (HD)**
  - Assemble in the downstairs hall of Howard Residence Hall.
- **Simpson Hall (SN)**
  - Assemble in the downstairs hall Simpson Residence Hall.
- **Horton-Tingle Hall (TN)**
  - Assemble in the hall of the bottom floor.
- **Emery Hall (EY)**
  - Assemble in the hall of the bottom floor.
- **Roberson Hall (RN)**
  - Assemble in the hall of the bottom floor.
- **Georgia Hall (GA)**
  - Assemble in the hall of the bottom floor
- **Marshall Hall (MR)**
  - Assemble in the hall of the bottom floor
- **James and Ruth Howard Jr. Hall (JR)**
  - Assemble in the hallway of the bottom floor.
- **Neb and Martha Cline Hall (CE)**
  - Assemble in the hallway of the bottom floor.
- **Hartness Hall (HS)**
  - Assemble in the hallway of the bottom floor.

- Anthony Hall **(AY)**
  - Assemble in the hallway of the bottom floor.
- Martin Hall **(MN)**
  - Assemble on the bottom floor and in the hallway and near the center of the building
- Vandiver Hall **(VR)**
  - Assemble on the bottom floor in the hallway and near the center of the building
- Braisher Apartments **(BR)**
  - Assemble in the hall or bathrooms on the lower floors. If time permits, evacuate to the Younts Athletic Building or the nearest shelter.
- Crusader Court Duplexes **(CC1A - CC33B)**
  - Assemble in the bathrooms, shut the door.

*Residential Houses:*

There are several individual houses that have been converted into Student Resident housing. The safe location in each house is the hallway with the doors closed. The second location is the bathroom, in the bathtub. The names of the different houses are as follows:

- McLure House – 48 Blackwell **(ME)**
- Cabin – 60 Blackwell **(CN)**
- Blackwell House – 68 Blackwell **(BK)**
- West Crain Houses **(WC1, WC2, WC3 WC4)**
- McKinney House - 7701 Mountain View **(MY)**
- Porch House – 7820 N. Tigerville **(PH)**
- Yearwood – 7850 N. Tigerville **(YD)**
- Wood House A – 7873 N. Tigerville **(WDA)**
- Wood House B – 7873 N. Tigerville **(WDB)**
- Wood House C/Roper Mountain – 7905 N. Tigerville **(WDC)**
- Wood House D/Craft House – 7903 N. Tigerville **(WDD)**
- Wood House/Crouse House - 7901 N. Tigerville **(WDE)**
- Brand House – 4 Chinquapin **(BR)**
- Wilbanks House -12 Chinquapin **(WS)**
- Armstrong House-12 Chinquapin **(AG)**
- Duplex 111 through 117 Chinquapin **(DX1 - DX7)**
- Draper house – 153 Chinquapin **(DR)**
- England House - 163 Chinquapin **(ED)**
- Hail House - 170 Chinquapin **(HL)**
- Farm House - 251 Chinquapin **(FM)**
- President's Cabin – 17 Foster **(PS)**
- Foster 2 **(FR2)**
- Foster 4 **(FR4)**
- Foster 10 **(FR10)**
- Foster 11 **(FR11)**
- Foster 21 **(FR21)**



### *Administrative and Classroom Buildings*

- **White Hall (WE)**
  - If evacuation is not possible, assemble in hall of the bottom floor. Shut doors to the offices. If time and safety permits, evacuate the building to Turner Music Building or Howard Residence Hall.
- **Turner Auditorium and Music Building (TR)**
  - Assemble in the bottom floor hallway of Turner Music Building. If the building is at near full to full capacity, stay in the auditorium and move to the front of the auditorium.
- **Donnan Administrative Building (DN)**
  - Assemble in the President's wing and the Business wing on the bottom floor.
- **Crain Science Building (CN)**
  - Assemble on the bottom floor in the hallway nearest the Learning Lab.
- **Neves (NS)**
  - Evacuate to the Business/Sports Management floor or bottom floor, Neves 101 and Neves 102. If evacuation to these floors is not possible, assemble in Neves 5.
- **Foster Student Center (FR)**
  - Assemble on the bottom floor hallway.
- **Joe F. Hayes Gymnasium (GYM)**
  - Assemble in the offices on both levels.
- **Younts fitness and Wellness Center (YS)**
  - Assemble in the hallway near the offices.
- **Todd Dinning Hall and Student Center (TD)**
  - Assemble in the hall of the student center downstairs, away from the windows.
- **Hamlin and Fine Arts (HN)**
  - Assemble in the hall way to the Band Room, the bathrooms, or the Band Room. If the auditorium is at near full to full capacity, stay in the auditorium and move to the front of the auditorium.
- **Cothran Maintenance Building (CN)**
  - Assemble on the bottom floor basement on the north end of the building or evacuate the building for a safer place.
- **Baseball Offices (BL)**
  - If evacuation is not possible, assemble in the dressing room.
- **Tuttle Clinic (TE)**
  - Assemble in the inner room or hallway.
- **Cooper Apartments and Campus Security (CR)**
  - Evacuate to the Tuttle Clinic for shelter. If evacuation is not possible, shut the bathroom door and remain close to bathroom door in the hall.
- **Averyt Wood Learning Center and Library (AT)**
  - Assemble in the bottom floor hallway near the elevator, space permitting, or in Brisse classrooms near the inner wall or classroom hall.

- Hayes Ministry Center **(HS)**
  - Assemble in the hallways of the Financial Aid and Admissions Offices.
- Mitchell Visitor Center at the Stadium **(ML)**
  - Assemble in the bathrooms or in the Concession stand.
- Younts Press Center at the Stadium **(PB)**
  - Assemble in the bathrooms or in the Concession stand
- Hendricks Athletic Center **(HS)**
  - Assemble in the hallway near the coaches offices, under the weight room or in the locker rooms.
- Eddie Runion Building **(RN)**
  - Assemble in the photography room and dark room on the first floor
- The Ole Studio; Pottery Studio **(OLE)**
  - Evacuate to the photography /dark room in the Runion building on the 1st floor. If evacuation is not possible, assemble in the bathrooms and hallway.
- North Greenville University School of Drama **(DA)**
  - Evacuate to the basement floor, in the back of the building.
- Billingsley Theatre **(BY)**
  - Bottom floor towards the front side of the building.
- Craft-Hemphill Building **(CH)**
  - Bottom hallway and classrooms at the front of the building.

## Evacuation

Some emergencies require the evacuation of building(s). If a building is to be evacuated, all personnel should assemble at the field in front of the Student Center, 200 feet from the buildings. Never use an elevator to evacuate. Once a building has been evacuated, no person will be permitted to re-enter the building unless authorized personnel give approval. **If campus-wide evacuation is necessary, Campus Security will notify the student, faculty, and staff via Blackboard Connect.**

## Blackboard Connect

Beginning for the Fall 2014 semester North Greenville University in cooperation with Blackboard. Implemented the Blackboard Connect System. This system will allow campus security or Student Life to send an emergency message to all cell-phones, computer screens, and wireless enabled PDA's listed in the system. In addition, persons receiving the message will be able to respond with a code that will allow campus security to know their location on campus in the event of a campus wide emergency alert.

Three alert levels will be used to communicate with the NGU community:

### *Level One- Operational Alert*

This level will be used to communicate weather related or general information which would call for a change in the normal operation of the campus. Included would be information about the cancellation of classes due to inclement weather, power outages, a change in traffic flow, etc.

The message will begin with **OA**. All information following would be instructions concerning a change in the normal pattern of NGU procedures.

### *Level Two- Situational Alert*

The **SA** message would be sent in response to an active, credible threat of harm made against the campus via phone, e-mail, mail, or made personally to a student, staff, administrative, or faculty member. The following procedures will be in effect if a Situational Alert is initiated:

1. The threat will be reported to Law Enforcement. Law Enforcement Officials will be advised of our alert status.
2. All doors to classrooms should be closed and locked (if possible) while class is in session.
3. Visitors to the campus will be required to check in with Campus Security.
4. All vehicles locked.
5. Campus Security will establish a checkpoint at the main entrance of the campus to check all incoming traffic.
6. No off campus visitors for students.
7. Students, faculty, and staff are encouraged to be on alert and report any suspicious activity to campus security.
8. RA's and Coordinators on alert monitoring activity in student housing.
9. All Campus Security Officers on duty and patrolling the campus.
10. No loitering on campus. Everyone should move quickly across campus to his or her destination.

### *Level Three-Emergency Alert*

An Emergency Alert will be issued in the event a clear and present danger exists on campus. An example would be an armed assailant on campus or a known fugitive in the area. An Emergency Alert message will be accompanied by a long, continuous blast of the campus emergency siren. The following procedures will be in effect if an Emergency Alert is initiated:

1. Stay where you are until the **All-Clear (AC)** message is sent. The all-clear signal will be accompanied by three short tones by the campus siren. Do not open the door to your office, classroom, or dorm unless directed to do so by Law Enforcement or Campus Security or until the all-clear message is sent and sounded.
2. If possible, lock the door to your office, classroom, or dorm.
3. Stay away from doors and windows.
4. Respond to **EA** message with your location using abbreviations for campus housing and campus buildings.
5. If the threat is in your immediate area, respond to the **EA** message with the 911 code following the letters for the building where the threat is located.
6. Take a deep breath, pray, and remain calm. Do not confront an assailant. If the assailant is nearby and you are in an open area where flight is a possibility, clear the area as quickly as possible or seek immediate cover. If you are in a confined area, look for cover or drop to the ground and play dead.

## **Emergency Telephone Network**

- Campus Security
  - 7777 from campus
  - 864-977-7777 from any other phone
- Fire or Medical Emergency
  - 9-911 from campus
  - 911 from any other phone
- Student Life
  - 7121 from campus
  - 864-977-7123 from any other phone
- Campus Clinic
  - 7170 from campus
  - 864-977-7170 from any other phone
- Greenville County Sheriff's Department – 864-271-5210
- SC Highway Patrol – 864-271-1000

# WHERE TO FIND HELP

Issue	Office to Contact
Absences from Class	Academic Affairs Office – Neves Hall
Absence/Loss of Chapel Credit	Director of Student Life – Tingle Student Center
Adding and Dropping Classes	Registrar's Office – Neves Hall
Admissions	Hayes Ministry Center
Alumni Affairs	Alumni Office – Admin Building
Athletics	Athletic Director – Hendricks Center
Bills, Fees, Etc.	Business Office – Admin Building
Calendar Activities	Activities Coordinator – Tingle Student Center
Career Services	Career Services Coordinator – Craft Hemphill
Clinic Nurse	Tuttle Clinic
Cultural Events	School of Theatre
Counseling	Personal: Student Life – Tingle Student Center Spiritual: Campus Ministries – Tingle Student Center
Faculty Advising	Academic Affairs Office – Neves Hall
Financial Aid	Financial Aid Office – Hayes Ministry Center
First Aid & Illness	Nurse – Tuttle Clinic
Grades	Registrar – Neves Hall
Grade Requirements	Registrar – Neves Hall
Housing	Housing Coordinators – Tingle Student Center
I.D. Cards	Student Life – Tingle Student Center
Intramural Sports	Intramural Sports Coordinator – Tingle Student Center
Mail	Post Office – Tingle Student Center
Clubs and Organizations	Student Life – Tingle Student Center
Student Publications	Mass. Comm. Dept. – Tingle Student Center
Public Relations	Publicity Office – Media and Print Department
Registration	Registrar's Office – Neves Hall
Religious Activities	Chapel Coordinator – Tingle Student Center
Schedule of Meetings	Student Life – Tingle Student Center
Social Functions	Student Life – Tingle Student Center
Student Elections & SGA	Career Services Coordinator – Craft Hemphill
Traffic & Parking	Campus Security
Transcripts	Registrar's Office – Neves Hall
Transfer Information	Registrar's Office – Neves Hall
Withdrawal from University	Student Life – Tingle Student Center
Work Study Program	Financial Aid Office – Hayes Ministry Center

For all types of student complaints not addressed in the Enlightener or in the North Greenville University Catalog, students are encouraged to address written complaints to the proper administrator. The administrators are listed below:

**Dr. J. Samuel Isgett** VP for Graduate Studies

**Dr. Stephen G. Crouse** VP for Campus Ministry/Campus Minister

**Mr. E. Mayson Easterling** VP for Denominational Relations

**Mrs. Keli Sewell** VP for Admissions and Financial Aid

**Mrs. Michelle Sabou** VP for Business Affairs

**Dr. Tony Beam** VP for Student Life and Student Advocate

**Mr. Tim Higgins** VP for Information Technology

**Dr. Linwood Hagin** Assistant VP for Academics

**Coach Jan McDonald** Athletic Director